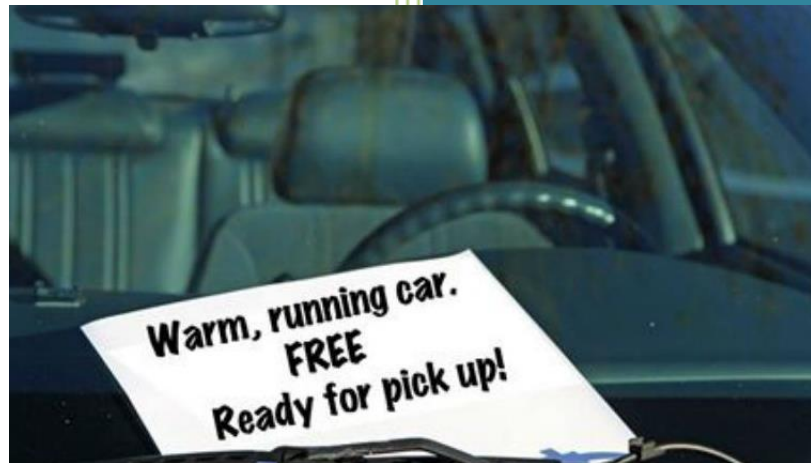# FY17

Grant Managers Guidance

CATPA
Colorado Auto Theft
Prevention Authority
Department of Public Safety

Colorado Auto Theft Prevention Authority

12/7/2015

Table of Contents

Chapter 1. Introduction

Mission Statement
To deter and reduce vehicle theft and insurance fraud through a statewide cooperative effort of generating funds to support law enforcement, prosecution and public awareness through a partnership between industry and state government.

Under §42-5-112 C.R.S., the Colorado General Assembly gave CATPA the authority to award grants to multi-agency auto theft prevention, enforcement, investigative and prosecution programs for the purpose of reducing motor vehicle theft in Colorado. CATPA was developed to solicit monies and award grant funds to qualified applicants for the general purpose of improving and supporting motor vehicle theft prevention programs, and for the enforcement and prosecution of motor vehicle theft crimes. CATPA awards approximately $4 million each year, contingent upon insurance assessment collections.

CATPA was created under the supervision of the Colorado Department of Public Safety, but the programs and funds are administered by the CATPA Board. The CATPA Office manages the grant programs and facilitates meetings and administrative processes for the CATPA Board. The CATPA Office is assigned to the Colorado State Patrol, under the Colorado Department of Public Safety.

The CATPA Board is composed of a eleven-member executive board and statutorily seats one (1) representative from the Colorado Department of Public Safety, one (1) from the Colorado Department of Revenue, five (5) from the insurance industry in Colorado, two (2) from law enforcement in Colorado, one (1) representative of the statewide association of District Attorneys and one (1) representative of the public or consumer group. The Board's core responsibilities include:

1. Soliciting and reviewing applications for grants,
2. Approving grants ensuring the grants are awarded to law enforcement agencies or other qualified applicants in a variety of geographic areas of the state, subject to available moneys,
3. Appoint a director for the authority who may employ staff as necessary to operate and administer the authority, subject to available moneys, and
4. Report to the judiciary committees of the Senate and the House of Representatives on the implementation of the programs receiving grants.

Under statutory authority to combat vehicle theft in the State of Colorado, the CATPA Board will consider applications for grants for theft prevention, enforcement, prosecution, training, or offender rehabilitation. The Board shall select grants that represent multiple jurisdictions and serve a variety of geographical areas. Programs may include but are not limited to:

1. Multi-agency law enforcement and national insurance crime bureau task force programs using proactive investigative methods to reduce the incidents of motor vehicle theft and related crimes and to increase apprehension of motor vehicle thieves and persons who attempt to defraud insurance companies in order to:

      a. Direct proactive investigative and enforcement efforts toward the reduction of motor vehicle thefts,

      b. Increase recoveries of stolen motor vehicles, including farm and construction equipment, and/or

      c. Increase the arrests of perpetrators.

2. Programs that engage in crime prevention efforts, activities, and public awareness campaigns that are intended to reduce the public's victimization by motor vehicle theft, fraud, and related crimes.

3. Programs that provide or develop specialized training for motor vehicle theft investigations personnel, including but not limited to law enforcement personnel, county title and registration clerks, division of revenue title clerks, and port-of-entry officials, in order to enhance knowledge, skills, procedures, and systems to detect, prevent, and combat motor vehicle theft and fraud and related crimes.

4. Programs to provide for the support and maintenance of one or more dedicated prosecutors who have the specific mission and expertise to provide legal guidance and prosecutorial continuity to complex criminal cases arising from the activities of a multi-agency law enforcement program; and

5. Programs to prevent future criminal behavior by first time offenders who have been charged, convicted, or adjudicated for motor vehicle theft.

The Board will support and use established application procedures, requirements, guiding principles, evaluation criteria and procedures for reviewing, evaluating and awarding grants. All applications will be reviewed pursuant to §42-5-112 (3) (a) C.R.S. and apply the [Guiding Principles]. The Board will then assess each application and apply the [Criteria-Based Evaluation] methodologies to determine the best value for the use of CATPA funds.

This Grant Manager's Guidance manual is provided to all CATPA grant applicants upon request. CATPA facilitates training to interested applicants prior to the launching the application, review and award of the CATPA grant process.

CATPA Applications will be reviewed and considered, where applicants are expected to:

1. Comply with the dates and deadlines outlined in the [Grant Schedule],
2. Have an understanding on the CATPA Board's awarding considerations using the [Award Level Estimates], [Guiding Principles], and [Criteria-Based Evaluation Elements],
3. Submit the application using the authorized CATPA Grant Application in the portable document format (pdf),
4. Use terminologies in the grant application consistent with CATPA [Definitions],
5. In the event of an award, conform with all applicable [Reporting Requirements],
6. Demonstrate the value of the requested funds upon the education, prevention, enforcement, training, and/or prosecution regarding auto theft and any foreseeable reduction to auto theft within the designated project area.

Additional information on the CATPA Board, the CATPA Office, insurance fee collections and resources may be found at the [CATPA Website].

Chapter 2. FY17 Grant Cycle Schedule

The following FY17 CATPA Grant Schedule is been published to ensure timeliness and coordination for submission, review, award and posting of the FY17 CATPA Grant Process.

TOPIC	DATE
Board approval of Grant Managers Guidance	November 19, 2015
FY17 Grant Announcement Meeting	December 17, 2015
Application Opening	January 18, 2016
Application Due	February 15, 2016
Board Interview & Review	March 17, 2016
Award Announcement/Application Revision	March 23, 2016
Application Revision Due	April 18, 2016
Delivery of Tentative Grant Agreement	May 2, 2016
Signed Grant Agreements to CATPA	June 6, 2016
Grant Agreements are Fully Executed	June 30, 2016
FY17 Grant Starts	July 01, 2016
Applicable Monthly Reporting (Data entry in ATTIC)	Within 30 days at the end of each month
Quarterly Financial Reimbursements	Within 30 days at the end of quarter
Semi-Annual Report Due	January 30, 2017
Annual Report Due	July 30, 2017

Chapter 3. CATPA Application Helpful Hints

1. **Ask for assistance**. If you have any questions or need assistance at any point in the application, award and funding processes, you may contact the CATPA Grant Manager.

> Kenya Lyons, Grant Manager
> 710 Kipling Street, Suite 106
> Lakewood, Colorado 80215
> kenya.lyons@state.co.us
> 303-239-4560

2. **Use Word® for Drafting**. It is recommended that you type your narrative in a Word® document before you cut and paste into the narrative of the application. Pay attention to the character limitations when noted; this is noted in each section of this instruction.

3. **Complete Required Fields**. All fields are highlighted in red and are required.

4. **Verify the Budget**. Use only whole dollar amounts in the budget and be sure to have the financial person who will be responsible for grant funds look over and verify the proposed budget.

5. **Check Budget Calculations**. Double-check the budget descriptions to make sure that all figures add correctly.

6. **Justify Budget**. Justify and explain all budget items and calculations in the budget narrative.

7. **Eliminate Jargon**. Your application will be reviewed by Board members, who may not be acclimated to terms and verbiage used particularly within professional environments.

8. **Explain Changes**. For continuation applicants/projects explain what has changed from the previous year.

9. **Research Grant Writing**. Grant writing tips can be found at many websites by searching the words "Grants" or "Funding."

10. **Follow Instructions**. This document contains the instructions, principles and the guidelines which CATPA funds will be awarded. As CATPA funds are limited, thus creating a competitive environment amongst applicants, it is important to use proper terminologies, address the guiding principles, understand how the CATPA Board will use the criteria-based evaluation methodology and ensure all technical elements are submitted.

11. **Save the Application File**. It encouraged to "Save" the application frequently while completing it.

12. **Submitting the Application**. The following format must be used to submit the application to the CATPA Office:

Initial Application Request

> {Acronym of Program Name} FY17 CATPA APPLICATION {Date Submitted}
>
> Example: CAAT FY17 CATPA APPLICATION 02152016

Revised Application Request

> {Acronym of Program Name} FY17 CATPA APPLICATION REV {Date Submitted}
>
> Example: CAAT FY17 CATPA APPLICATION REV 04152016

Chapter 4. CATPA Application Instructions

The following instructions replace any prior instructional materials, as CATPA has moved away from the Colorado Grant Management System (COGMS) in FY17 and is using a Portable Document Format (.pdf). CATPA has developed the PDF application version with the hope to streamline the application process while maintaining the integrity, statutory and regulatory requirements for the process. In the event an applicant has concerns or difficulty with the application, please contact the CATPA Office for assistance.

General Instructions

1. **PDF Version**. The FY17 CATPA Application replaces previous versions, including those generated by the Colorado Grants Management System (COGMS). The following application uses a PDF to encapsulate a complete description of a fixed-layout flat document. Users are encouraged to use Adobe Acrobat, Adobe Reader or Nitro Pro to complete the application. Once the file is opened, the following is suggested for ease of navigation.

2. **Using Bookmarks**. A bookmark is a type of link with representative text in the navigation panel. Each bookmark in the navigation panel goes to a different view or page in the document. You can use electronic bookmarks as you would paper bookmarks. Bookmarks allow you to jump to the specified topic within the document.
    Opening Bookmarks
    *   Select "View" from the file menu, then "Show/Hide", then "Navigation Panes" then select "Bookmarks."
    *   Another way is to select the ribbon icon located on the right pane of the Adobe screen.
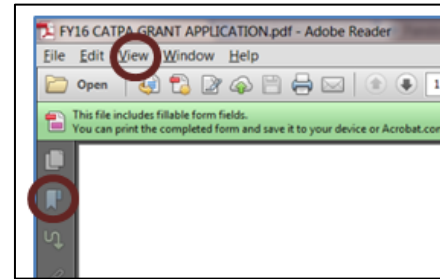
    Once the Bookmarks are opened, a list will appear on the left pane, allowing the user to navigate throughout the document by selecting a topic of interest.
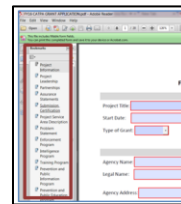
3. **Table of Contents Hyperlinks**. To further assist in completing and navigating the application, hyperlinks have been placed in the Table of Contents. To use these hyperlinks, simply select a topic of interest and the hyperlink will navigate you to the selected page.

4. **Required fields**. This document contains some blocks or fields that require completion before submitting the application. These are easily identified as they are outlined in red.

5. **Character limits**. Many of the fields have limits to the number of characters. These limits are identified in the "tooltip" that displays when your mouse hovers over the block.

6. **Submission**. Once the application is completed, submit it electronically to kenya.lyons@state.co.us using the following file naming procedure:
    Initial Application Request
    >   {Acronym of Program Name} FY17 CATPA APPLICATION {Date Submitted}
    >   Example: CAAT FY17 CATPA APPLICATION 02152016
    Revised Application Request
    >   {Acronym of Program Name} FY17 CATPA APPLICATION REV {Date Submitted}
    >   Example: CAAT FY17 CATPA APPLICATION REV 04152016
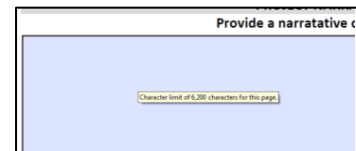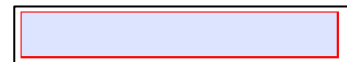
Title Page

☐ **Submission Date**: Enter the date (mm/dd/yyyy) this application was submitted to the CATPA Office.

☐ **Program**: Select the Project Title from the list or enter the title of the project.

Project Information Section

☐ **Project Title:** Select the Project Title from the list or enter the title of the project.

☐ **Project Number:** Leave blank. The CATPA office will assign a number.

☐ **Start Date:** Enter the project start date using the format of 07/01/2016

☐ **End Date:** Enter the project start date using the format of 06/30/2017

☐ **Type of Grant:** Enter the type of grant application.

> *If you are a first time applicant for CATPA funds, select **NEW**. If you have previously submitted grants to CATPA, select **CONTINUATION**.*

☐ **Total Grant Request:** Amount will be automatically brought forward from the budget section.

Applicant Agency Section

☐ **Applicant Agency Name:** In most cases, this is the implementing agency for the project as well as the agency that is fiscally responsible for the funds received from CATPA. It cannot be a subcontracting agency.

☐ **Entity Type:** Identify if your agency is *For Profit*, *Not for Profit,* or *Public/Government*.

☐ **Applicant Legal Name:** The legal name of the applicant agency. For example: Steamboat Springs Police Department or Colorado Department of Law.

☐ **Tax Identification Number:** Enter the Federal Taxpayer Identification Number as assigned by the Internal Revenue Service OR the Dun & Bradstreet (D-U-N-S) Number as assigned by the US Federal government for contacts or grants.

☐ **Agency Address:** Enter the street address, city, state and zip code of the applicant agency.

Project Leadership Section (previously known as Contact Information)

Important Note: CATPA requires that you provide, at a minimum, the following contacts:

1.   Signature Authority,

2.   Financial Officer,

3.   Project Director,

4.   Primary Contract, and

5.   Media Contact.

Enter the name, title, agency, mailing address, telephone number, fax number, and email address of each contact. These are required fields and you will not be able to continue if incomplete.

☐ **Signature Authority**: This is the individual authorized to enter into binding commitments on behalf of the applicant agency. For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commission. At the state level, this individual will be a department or division head. This must be an individual other than the project director or financial officer.

☐ **Financial Officer**: The financial officer is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports. This must be an individual other than the project director or authorized official and must be from the applicant agency.

☐ **Project Director**: The project director is the individual who will be in direct charge of the project and must be within the organizational structure of the applicant agency. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of his/her time to the project. This person will be required to sign all quarterly reports, cash requests, and other grant forms. This must be an individual other than the authorized official or financial officer and must be from the applicant agency.

☐ **Primary Contact:** This is an individual that will be contacted if the Project Director is not available. Some agencies list the day-to-day manager as the primary contact.

☐ **Media Contact:** This must be an individual who acts as the information officer or public relations representative for the applicant agency. For police organizations this may be the Public Information Officer. This must be an individual other than the project director or authorized official and must be from the applicant agency.

☐ **Is this project overseen by Advisory Board or Board of Directors:** Choose YES or NO from the drop-down window.

Partnership Section

Identify all leadership partners, including agencies, organizations, and planning groups, that will be included in the planning and implementation of this project. Because CATPA gives priority to multi-jurisdictional cooperative grants, this section must be completed.

☐ In the detail form, complete all information regarding the identity of the partnering representatives (title, name, agency and email address).

Assurance Statements Section (Risk Assessment Questions)

It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. Be sure to thoroughly read through each question. Grantees must establish and maintain an accounting system and financial records, if one is not already established, to accurately account for awarded funds.

☐ All sixteen (16) statements have been answered.

Submission Certification Section

You must certify that information contained in this application is accurate and complete to the best of your knowledge.

☐ Print name of Submitting Official,

☐ Complete signature of submitting official, and

☐ Complete submission date.

Project Service Area Description Section

The Auto Theft Intelligence Coordination Center provides CATPA with statistical and analytical summaries of auto theft within each of the CATPA Areas. This statistical summary should be used to generate the number of auto theft crimes, square miles of coverage and service population. We would highly recommend applicants use the information in Appendix B, Appendix C and Appendix D in describing the project area.

☐ Select the area(s) in which the project will include.

☐ Enter the total number of people identified in the project area(s).

☐ Enter the total number of vehicles reported stolen in 2014 identified in the project area(s).

☐ Enter the total number of vehicles reported stolen in 2015 identified in the project area(s).

☐ Enter the total square miles of the project area(s).

Problem Statement Section

Applicant must provide a statement of the Colorado auto theft problem that the proposed project will address. This statement may include state, regional or local statistics and analysis that validate the problem. In cases where statistics are used, please identify the source of the data (e.g., National Insurance Crime Bureau, FBI Uniform Crime Report, FBI National Incident Based Reporting System, Auto Theft Intelligence Coordination Center, etc.).

Program Initiatives Section

CATPA has developed six (6) specific initiatives identified for funding to combat auto theft. These funding initiatives are:

1. Enforcement
2. Intelligence
3. Training
4. Prevention – Public Information
5. Prevention – Public Education
6. Prosecution

Applicants are not limited to one initiative and are encouraged to select all initiatives that meet the applicant's abilities, skills and knowledge.

☐ Step 1 – A minimum of one (1) of the listed goals must be checked for each initiative. Choose the best goal that aligns with your CATPA project.

☐ Step 2 - A minimum of one (1) objective must be established for each goal selected in Step 1. Compose an objective _statement_ that meets the S.M.A.R.T. +C Model. Objectives must be related to the selected goal(s) and may be either qualitative or quantitative performance objectives. ***Remember: Stated objectives must be addressed and reported during the Semi-Annual and Annual Reporting.***

☐ Step 3 – A minimum of three (3) performance measurements must be established for each stated objective in Step 2. Each performance measure should identify quantitative and/or quantitative characterization of performance that is used to evaluate progress towards the stated objective. The performance measure must quantify the applicant's efficiency or effectiveness in conducting business operations with the use of CATPA funds.

Project Narrative Section

The Project Narrative is a crucial part of your application, as it will be heavily reviewed by the CATPA Board. Prior to completing the Project Narrative and the Project Budget, it is highly recommended applicants review the Preparing Facts and Information. As discussed previously, the Appendices are provided for your reference in assisting you to compose the factual and technical information to include in the Project Narrative.

The Project Narrative includes the following elements:

☐ A general description of the overall project.

☐ Technical Capacity – A description of the project area, multiagency cooperative initiative, key personnel, type of grant request (contingent/non-contingent/percentage based), and the impact of reduction or denial of funding, and applicable timeline(s).

☐ Management Capacity – A description of the management practices, policies, roles, responsibilities, fiscal management and communication to comply with the CATPA financial and reporting requirements.

☐ Agency's ability to comply with CATPA's Reporting Requirements (if applicable) and CATPA Marketing Requirements marketing requirements.

Note: Past Performance Elements should not be directly addressed in the application, as this element will be evaluated by the CATPA Board based on documented financial, programmatic and outcome based results from previous grant awards.

Program Budget Section

Applicants should be aware of the following conditions regarding CATPA grant funds:

- Funding will support direct costs only, other than grant administrative costs (maximum of 5% of the grant award),

- Per statute, grant applicants are not required to provide match funding in order to obtain a CATPA grant. However, a CATPA grant can be used to meet match requirements for federal grants. Additionally, due to the limited funding source of CATPA funds, applicants may leverage participative funding from other sources and/or partnering agencies.

Project Budgets are broken into six (6) categories:

1. Personnel
2. Supplies and Operating
3. Travel
4. Equipment
5. Consultant/Professional Services
6. Grant Administration

Many of these categories contain subcategories. Each category that is applicable to the project(s) must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

Things to remember:

- The budget request must cover the entire project duration. It is unwise for a project to rely or otherwise plan for "additional" funding to be available after the initial grant award, (i.e., during the course of the project year). Available funding due to reserve or reversion of CATPA funds is entirely discretionary for funding ability by the CATPA Board.

- When completing the budget, use WHOLE DOLLAR AMOUNTS ONLY. When necessary, round to the next highest whole dollar amount.

- All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations. For example, if this is a training project, explanation of the professional services budget category amount should include an explanation of the need for consultants to provide the training and the hourly cost of the services to be provided. Remember: **If a budget item or an increase is not explained and justified, it will be subject to non- funding.**

- CATPA recognizes that Grantees are constantly faced with the challenges of limited resources. However, CATPA is also faced with limited funding ability and challenges. CATPA grants should not be viewed to be "the financial solution" for continuation of or enhancement to auto theft prevention projects. Additionally, due to the ever-changing environment of auto theft prevention initiatives, grantees should not view that existing or previously funded programs will be automatically funded.

- It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services. For continuation of grants, make sure you identify and justify all new budget items and increases in previously funded items in each budget category.

Personnel Salaries Budget

This budget category should be used when requesting salary, benefit, and/or overtime costs for individuals. If this project includes contractual services or grant administration, these costs should be included in Consultant/Professional Services or Grant Administration sections of the budget. The subcategories for personnel are:

A. Management – e.g., commander staff that oversee an auto theft task force.

B. Investigative – e.g., salaries for members of an auto theft team and/or task force.

C. Analyst – e.g., salaries for analytical staff members.

D. Prosecution – e.g., salaries for prosecutorial staff.

E. General Support Services – e.g., salaries for a financial manager (not otherwise included in the grant administration line item, evidence technicians, staff to perform administrative or other support functions, etc.

F. Overtime – e.g., overtime pay to task force officers that go beyond their regular pay hours.

Instructions:

☐ Select from the *Personnel Category* drop down to select the funded position(s).

☐ Select the *Status* from the drop down window (e.g., Full-time or Part-time)

☐ Select or enter the *Position Title.*

☐ Select the *Priority* from the drop down window (e.g., Critical Funding, Essential Funding, or Supplemental Funding).

☐ Enter the *Agency* name, e.g., Aurora PD.

☐ Enter the *Hourly Rate*.

☐ Enter the *Hours per year*. Note – *Salary* will be automatically calculated for you.

☐ Enter the amount of *Other (Benefits)*.

☐ Enter the *% Paid by Grant Funds*. Specify what percentage of this position(s) will be paid with grant funds. Enter a requested percentage of funding by CATPA **using a decimal numeric** (i.e., .80 for 80%).

Percentage Paid by Grant Fund	Entry
10%	.10
20%	.20
30%	.30
40%	.40
50%	.50
60%	.60
70%	.70
80%	.80
90%	.90
100%	1.00

☐ The *Total* field will automatically bring forward and add all the items listed in the category.

☐ Provide a brief description of each position in the *Comments/Explanation* box. Briefly describe the duties that this position will perform as it relates to the project(s).

Overtime Budget

☐ Select the *Status* from the drop down window (e.g., Full-time or Part-time)

☐ Select or enter the *Position Title.*

☐ Select the *Priority* from the drop down window (e.g., Critical Funding, Essential Funding, or Supplemental Funding).

☐ Enter the *Agency* name, e.g., Aurora PD.

☐ Enter the *Cost Detail* breakdown for each position, (e.g, Overtime and On-call Pay: Average $23.00/hour x 1.5 OT rate x 375 hours = $12,938).

☐ Enter the *Total Amount* per line item request.

Note: The *Total* field will automatically bring forward and add all the items listed in the category.

Supplies and Operating Budget

This budget category should be used when requesting funding to cover general operational costs, such as supplies, telecommunication, etc. This category contains twelve (12) subcategories:

1. **Building Expenses** – This subcategory is for building or office rent or lease expenses.

2. **Telecommunications –** This subcategory is for cell phones, office phones, conference calling, etc.

3. **Office Expenses** – This subcategory is for expenses related to postage, copying, etc.

4. **Computer and Software** – This subcategory is for expenses related to the purchase of computers, computer peripherals, software packages and software licenses.

5. **Enforcement Supplies/Equipment** – Equipment for the project/program may include any fixed, movable or expendable items including furniture, furnishings, specialized equipment, etc. Please note: If the law enforcement expense is equipment over $5,000 each, then report under the *Equipment* category.

6. **Uniform Expenses** – This subcategory is for expenses related to uniform procurement as necessary to perform auto theft law enforcement duties.

7. **Vehicle Supply and Maintenance** – This subcategory is for expenses related to supplies and maintenance for law enforcement vehicles used for auto theft task forces.

8. **Registration Fees** – This subcategory is to cover the expense of fees related to conferences and trainings.

9. **Membership Fees** – This subcategory is to cover the expense of fees related to the position such as, memberships, dues, etc.

10. **Community Education** – This subcategory is for supplies, materials, venue, and food expenses related to educating the community on auto theft awareness.

11. **Investigative Funds** – This subcategory is for costs associated with performing auto theft investigations. For example, informant pay, informant meal costs, etc.

12. **Training/Meeting Expenses** – This subcategory is for costs associated with providing trainings and/or holding meetings. Example: of use venue, supplies and materials, meals, etc.

Items with a unit cost less than $5,000 are considered supplies and should be listed in this category. Items costing $5,000 or more should be listed under Equipment.

If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category.

***Instructions*:**

☐ Select from the ***Supplies and Operating Category*** from drop down window to select which subcategory you are funding.

☐ In ***Item Detail*** (90 Character) provide a brief description and justification of need for the item being purchased and how it relates the project(s). Be sure to include quantities and **item(s) breakdown.** Remember to use whole dollars.

☐ The **Total** field will automatically bring forward and add all the items listed in the category.

Travel Budget

Add travel expenses for project personnel by subcategory, either ***Conference Travel*** or ***Training & Other Travel***, and show basis for computation. Indicate if the travel is in In-State or Out-of-State. Out-of-State travel must be justifiable and necessary. Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Allowable State travel rates can be found at:

CONUS (per diem rates)

http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts

Mileage Rates (use the State of Colorado 2WD or 4WD)

https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate

***Instructions*:**

☐ Select from the ***Travel Category*** drop down to select which subcategory you are funding.

☐ In ***Item Detail*** (1000 Character) provide a brief description and justification of need for the item being purchased and how it relates the project(s). Be sure to include quantities and **item(s) breakdown.** Remember to use whole dollars.

☐ Enter the **Amount**.

☐ The ***Total*** field will automatically bring forward and add all the items listed in the category.

Equipment Budget

All items with a unit cost of more than $5,000 must be listed as in this section, and therefore subject to inventory. Capital equipment may be purchased with grant funds and in accordance with the approved CATPA budget. Capital equipment becomes the property of the recipient agency and remains in possession of the original agency so long as it continues to be used for auto theft prevention activities for the entire team as approved by the CATPA. Subcategories in this section are:

- **Office Equipment** – This subcategory is for items that are necessary to furnish or assist in the functionality of an office. Examples may be office furniture, copy machines, etc.
- **Enforcement Equipment** – This subcategory consists of equipment purchases required for law enforcement purposes. Examples include radio units, automatic license plate readers, tracking devices, etc.
- **Computer Equipment** – This subcategory consists of equipment computer technology equipment. Examples include may include mobile data computers for law enforcement vehicles.

Instructions:

☐ Select from the ***Equipment Category*** drop down window to select which subcategory you are funding.

☐ In ***Item Detail*** 90 Character) provide a brief description and justification of need for the item being purchased and how it relates the project(s). Be sure to include quantities and **item(s) breakdown.** Remember to use whole dollars.

☐ Enter the ***Amount***.

☐ The ***Total*** field will automatically bring forward and add all the items listed in the category.

Consultant/Professional Services Budget

Consultant and professional services are allowable under the CATPA grant. You must be able to summarize the cost- benefit for the utilization of consultative services. Identify the impacts that may likely occur if this is not funded. Services subcategories are:

- **Consulting Services** – Vendors in this category provide advisory services such as consultation on activities and professional guidance.

- **Professional Services** – Vendors in this category provide technical services such as vehicle and equipment maintenance.

    NOTE: Contractual services and cooperative agreements require the grantee to submit a copy of the contract/agreement to the CATPA Office.

Instructions:

☐ Enter total amount of either **Consulting** and/or **Professional Services**.

☐ In *Comment/Explanation* (1000 Character) list each vendor and provide a brief description and justification of need for the item being purchased and how it relates the project(s). Be sure to include **breakdown (ie # of classes, trainings, etc).** Remember to use whole dollars.

☐ Enter the **Amount**.

Grant Administration Budget

CATPA grant funds can be requested for grant administration to provide salary for grant tracking, budgeting and billing.

☐   A maximum of 5% of the grant award is allowable for grant administration.

Budget Summary & Review Section

The budget summary will show all the subtotals from of each category and it will also show the grant budget total.

☐ Review the Budget and Project Narrative to make sure all financial requests are included and are consistent with the project narrative description.

☐ Review and Check Calculations. Although the CATPA Application has been configured to automatically calculate the budget entries, there may be errors. Please review the budget calculations to ensure the amount of request is correct.

☐ If the Budget Summary is not correct, you will NOT be able to manipulate the numbers in the application. If you find the application calculator has made an error, note the corrections and send an email to:

Kenya Lyons, Grant Manager
710 Kipling Street, Suite 106
Lakewood, Colorado 80215
kenya.lyons@state.co.us
303-239-4560

Submitting the Application

☐ Review the entire application to make sure all mandatory fields are complete.

☐ Proofread the Application.

☐ Save the Application to prepare it for sending to the CATPA Office with the following format:

    ☐ Initial Application Request:

    {Acronym of Program Name} FY17 CATPA APPLICATION {Date Submitted}

    Example: CAAT FY17 CATPA APPLICATION 02152016

    ☐ Revised Application Request:

    {Acronym of Program Name} FY17 CATPA APPLICATION REV {Date Submitted}

    Example: CAAT FY17 CATPA APPLICATION REV 04152016

☐ Email the Application

    ☐ Subject Line: "{Acronym of Program Name} FY17 CATPA Application"

    Example: CAAT FY17 CATPA Application

    ☐ Send To: kenya.lyons@state.co.us

    ☐ If you have concerns or problems with sending the application, please contact:

<div align="center">

Kenya Lyons, Grant Manager
710 Kipling Street, Suite 106
Lakewood, Colorado 80215
kenya.lyons@state.co.us
303-239-4560

</div>

Chapter 5. Grant Management Files and Record

A Grant Master File

Once an agency has received CATPA funds, grantee must create and keep a master file for each CATPA grant for each year. File must contain copy of contract, all backup documentation, important email correspondence, copies of contract(s) with vendor(s), inventory form(s), copies of financial/cash requests, programmatic reports, presentations, grant modifications and/or monitoring reports.

Financial Requests and Reimbursements

All grantees must MINIMALLY submit financial requests on a quarterly basis, within 30 days from the end of the quarter. All financial requests must be submitted using the approved CATPA Financial Payment Request Form. This form may be obtained from the CATPA Office.

Quarterly financial reporting shall be in compliance with the below deadlines. If a grantee wishes to submit monthly financial requests, these must be submitted 30 days at the end of the month. **However, whichever process the grantee chooses, this must be consistent through the grant period.**

Quarter	Reporting Period	Due Date
1	July, August, September	October 30, 2016
2	October, November, December	January 30, 2017
3	January, February, March	April 30, 2017
4	April, May, June	July 30, 2017

All financial backup documentation must be submitted to the CAPTA office until such time as the CATPA Office determines the backup is no longer required for submission. Regardless of whether or not the backup documentation is submitted to the CATPA Office, the grantee must keep all backup documentation on all submitted financial requests.

Narrative Reports

All grantees must submit semi-annual and annual narrative reports. This report should include a summation of how the program has performed during the reporting period. In other words, this report should be one that is used to justify or otherwise discuss the lessons learned, successes and challenges of the funded program. The CATPA Office intends to use these narrative reports to update, advocate and brief the CATPA Board, legislative inquires of CATPA programs, and advise the general public pertaining to the use of CATPA funds. See below for deadlines.

Name of Report	Reporting Period	Due Date
Semi annual	July - December	January 30, 2017
Annual	January - June	July 30, 2017

Contracts, Interagency Agreements & Memorandums of Understanding

Contractual services and cooperative agreements require the grantee to submit a copy of the contract/agreement to the CATPA Office in which the grantee engages. This copy will be placed in the CATPA master grant file. The backup documentation (i.e., invoices) must be submitted to CATPA before any payments will be approved.

Grant Modification Requests

Any requested changes to the grant, (i.e., budget revisions, changing officials, scope of work, etc.) must be performed using an approved CATPA Modification Request Form. Dependent upon the scope and magnitude of the modification request, the grantee may be required to route generated modification documents (i.e., Option Letter, Change in Funding Letter, Contact Amendment, Authorized Official Signatures, etc.).

In order to facilitate the approval process of a request for modification, please contact the CATPA Office for the appropriate forms and procedures.

Any modification request must be submitted to the CATPA Office within two (2) weeks prior to a regularly scheduled CATPA Board meeting. Due to financial and contractual processing requirements, generally no modification request will be processed within 60 days prior to the grant ending date.

Grant Inventory

Grant Inventory Form. Grantee's possessing capitalized equipment (valued at $5,000 or more and less than 5 years old) must complete a CATPA Grant Inventory Form at the beginning of the grant period. The Inventory Form shall be updated and submitted to the CATPA Office when purchasing equipment of $5,000 or more. The cost applies per <u>unit</u>. For example, two laptops that cost $2,500 each does not require a form as each is consider a unit purchase below $5,000. However, an ALPR unit and a bait vehicle unit would include all operational and technological components (e.g., cameras, computer, processing unit and/or server) that may be above $5,000. Grantee must submit an inventory for all equipment until the 5 year retention period ends or the value of equipment has depreciated to a fair market value of less than $5,000.

Grant Equipment Inventory Removal Certification. Grantee must complete a CATPA Grant Equipment Inventory Removal Certification Form when any of the following conditions may be met:

1. Equipment is in operational condition but not in use,

2. Equipment has depreciated to a value less than $5,000,

3. Equipment is retained by the agency in auto theft prevention activities,

4. Equipment was transferred to another CATPA grantee,

5. Equipment was traded in or sold to offset the cost of replacement equipment,

6. Equipment was returned to CATPA,

7. Equipment has been lost,

8. Equipment has been stolen, or

9. Equipment has been damaged.

Activity Based Reporting Requirements

In addition to the financial, narrative and inventory reporting, grantees may be required to submit activity reports to the CATPA Office. These reports are intended to provide uniformity, consistency and standardization amongst all the CATPA initiatives. The Activity Based Reporting Requirements have been developed to assist in the validation of, demonstrate efficiency, record effectiveness and value-based return in using the CATPA funds. CATPA will utilize these reports for monitoring the effect of programs upon the prevention, reduction or overall effect to the CATPA funds related to the incidence of auto theft in the State.

Initiative	Required Activity Based Reporting Requirements
Law Enforcement	1. Multiagency Agreements
	2. Policy, Procedure or Protocols
	3. Statistical Information Reporting to ATICC.
	4. CCIC ATICC Supplemental Report
	5. CATI Meeting Attendance
Prevention & Education	1. Pre-Campaign or Program Report
	2. Interim Campaign or Program Updates
	3. Post-Campaign or Program Report
Training	1. Training Planning Report
	2. Training Evaluation Report
Prosecution	1. Monthly Activities Report
Intelligence	1. Multiagency Reporting Requirements Summary
	2. CCIC ATICC Supplemental Reporting Summary
	3. Auto Theft Quarterly and Annual Report
	4. Special Analytical Reporting
	5. Summary of Analytical Product(s)
	6. CATI Meeting Attendance

Monitoring

The purpose of monitoring is to assist grantees meet all applicable rules and requirements for both the State and CATPA. In addition, it is a tool to help projects be successful on all levels. There are different types of monitoring that CATPA may perform with any grant project, including managerial project evaluations, desk audits, financial audits, program performance audits, inventory audits, etc. CATPA will provide notice and information to grant projects when performing monitoring activities.

Chapter 6. Reporting Requirements

Multiagency Law Enforcement Reporting Requirements

In addition to the measurement reporting outlined in the grant application, grantees awarded multiagency enforcement funding will be required to submit the following reports and/or documents.

1. **Multiagency Agreements.** Each applicant applying for a multiagency grant application must provide a copy of any existing Inter- and/or Intra-Multiagency Agreement(s) with partnership agencies to the CATPA Office. These agreements will be reviewed as a portion of weighting to the Technical Capacity Evaluation. Key elements of the Agreement(s) will be:
   a.) Type of Agreement (Intra- or Inter-)
   b.) Signatures of Partnership Representatives
   c.) Acknowledgement in the participation of the initiative(s) selected within the grant application.
   d.) Authorizations, permissions, notifications, limitations or conditions expressed within the Agreement pertaining to the grant application.

2. **Policy, Procedure or Protocols.** Each applicant is required to submit a copy of approved, prospective or otherwise established policy, procedure, or protocol in which the multiagency task force operates upon. These policies, procedures or protocols will be reviewed as a portion of weighting to the Technical Capacity Evaluation. Key elements of interest may include:
   a.) Mission Statement
   b.) Authority
   c.) Operational Policies
      1) Records Retention
      2) Assignment of Personnel
      3) Case Management System
      4) Case Deconfliction (Use of RISSNET)
      5) Case Referrals (To/From other agencies or task forces)
      6) Use of Informants
      7) Use and Control of Payment for Information and Evidence (P.E.P.I.) Funds
      8) Use of GPS Trackers
      9) Use of Automated License Plate Readers
   d.) Media Relations
   e.) Use of Analytics for Enforcement and/or Investigation

3. **Statistical Information Reporting to ATICC**. Each enforcement, prosecution and analytics initiative funded by CATPA will require a statistical monthly report to be submitted to the Auto Theft Intelligence Coordination Center. These statistical reports will be used for benchmarking purposes on the endeavors related to financial cost-benefit analysis of CATPA funding. The monthly statistical report will involve the grantee's assigned area activities to include the number of:
   a.) Case Assignments. The task force will include a breakdown of total cases reviewed, pending investigation, assigned active status, pending further leads and closed.
   b.) Puffer Auto Thefts. The task force may use a sampling base from the task force area or actual numbers from assigned task force cases.
   c.) Complete Stolen Vehicles Recovered. The task force will include the number of complete stolen vehicles recovered, not including partial or license plate recoveries. In addition the task force

will report the number of stolen vehicles recovered within the task force area and those recovered outside the task force area.

d.) Arrests of Auto Theft Offenders. The task force will include the number of auto theft arrests, classified by misdemeanor and/or felony, resulting from an assigned task force investigation. In addition, the task force will report the number of arrests inside the task force area and those outside the task force area.

e.) First Time Violators. The task force will report the number of first time offenders arrested and charged with the crime of auto theft as a result of an assigned task force investigation.

f.) Major Case Investigations. The task force will report the number of major case investigations currently assigned within the task force.

g.) Business Inspections. The task force will report the number of business inspections conducted within the task force area. These business inspections will identify the type of businesses (e.g., salvage yards, tow-only yards, car dealerships, etc.).

h.) Cases Filed. The grantee will report the number of auto theft cases filed involving CATPA task forces or programs and those to non-CATPA funded agencies, task forces or programs.

i.) Grand Jury Sessions. The grantee will report the number of auto theft cases filed to a grand jury session. These sessions will identify those cases that were CATPA task force cases and those that were non-CATPA task force cases.

j.) COCCA Auto Theft Cases. The grantee will report the number of COCCA auto theft cases.   This report will identify those cases that were CATPA task force cases and those that were non-CATPA task force cases. In addition, the report will identify the number of COCCA cases that are pending prosecution, charges filed, dismissed or not filed, and those where a conviction was obtained.

k.) Auto Theft Defendants. The grantee will report the number of auto theft defendants in the process of adjudication. This report will include the number of defendants charged with auto theft, those charges, those where charges were dismissed or not filed, and those who were convicted.

l.) Bait Car Operations. Grantees utilizing Bait Cars procured under CATPA funding shall report the number of operations, time of deployment and number of arrests affected.

m.) Automated License Plate Readers. Grantee's utilizing automated license plate readers shall report the number of hours the devices were deployed, number of vehicles read, number of stolen vehicles identified and number of complete stolen vehicle recoveries.

n.) Major Auto Theft Violators. Enforcement grantees shall report the key identifiers of major auto theft violators, who have been charged by the task force with the crime of auto theft more than five (5) times within the past three (3) years. The key identifiers shall include the task force case number, date of charging, name and date-of-birth of the violator and the crime(s) charged (using the NIBRS crime classification).

4. **CCIC ATICC Supplemental Report**.   Each multiagency task force is required to work towards completing the CCIC ATICC Supplemental form on every stolen vehicle identified in the investigation of an assigned Task Force case. The completion of the CCIC ATICC Supplemental form may be accomplished through the use of Open Fox®, other electronic transmission interface to CCIC, or direct electronic submission to the Stolen Vehicle Database Repository.

5. **CATI Meeting Attendance.** Each auto theft investigator funded by this CATPA grant is required to attend a minimum of six (6) of the twelve (12) monthly CATI meetings per year.

Prevention – Public Education & Information Reporting Requirements

In addition to the measurement reporting outlined in the grant application, grantees awarded prevention education funding will be required to submit the following:

1. **Pre-Campaign or Program Report**. The Grantee will provide a report to the CATPA Office on the development of an educational campaign or program not less than 60 days prior to the campaign or program deployment. This report will include the following elements related to the prevention educational campaign or program:
   a.) Campaign or Program Title (e.g., Puffer Campaign, Lockdown/Lowdown, etc.),
   b.) Problem Statement,
   c.) Target Audience,
   d.) Project Overview, including:
      1) Brief description of the campaign or program,
      2) Use and identity of subject matter experts (viz., committee or advisory group),
      3) Level and/or scope of commitment(s) from other CATPA Grantees,
      4) Partnerships anticipated or needed (i.e., non-CATPA grantees, news stations, public information personnel, community action groups, etc.),
      5) Level and/or scope of commitment requested from the CATPA office,
      6) Timeline (e.g., Gantt Chart), and
      7) The anticipated impact or outcome(s) with the target audience.
2. **Interim Campaign or Program Updates.** The Grantee will provide updates on the educational campaign or program to the CATPA Office. These updates may be submitted electronically (via email) and include news releases, articles, observations, opinions, summations or narrations.
3. **Post-Campaign or Program Report.** The Grantee will provide a report to the CATPA Office on the outcome of the educational campaign or program. This report will include the following elements related to the prevention educational campaign or program.
   a.) Title,
   b.) Problem Statement,
   c.) Target Audience,
   d.) Campaign or Program Summary, including:
      1) Brief description of the campaign or program,
      2) Post-Campaign/Program comments, concerns, and/or recommendations from the subject matter experts (viz., committee or advisory group),
      3) Level of participation from other CATPA Grantees,
      4) Level of participation with non-CATPA grantees (i.e., news stations, public information personnel, community action groups, etc.),
      5) Level of participation from the CATPA office, and
   e.) Campaign or Program Outcome, including:
      1) Opinions, observations and summations of the campaign or program's influence upon observable risk behaviors involving auto theft (e.g., puffing, keys left in vehicle, vehicle left unlocked, etc.), and
      2) Any variances or effects the campaign or program had upon the observable risk behaviors of auto theft. This may be complied from statistical or criminal analysis methods using summation records directly related to auto theft (viz., stolen/recovered vehicles, arrests, prosecutions, adjudications, probation, target audience surveys, etc.).

CATPA
Colorado Auto Theft
Prevention Authority
Department of Public Safety

Pre-Program Public Prevention Report

Revised 07/15/2014

Pre-Program Report

*Instruction: In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded prevention education funding will be required to submit the Pre Program Report to the CATPA Office. This report must be submitted **no less than 30 days prior to the program deployment. No activities may take place prior to CATPA approval.***

Grantee

Date Submitted

Program Title

Purpose

Target Audience

Start Date   **End Date**

Subject Matter Experts
- ☐ CATPA Board Member(s)   ☐ CATPA Office
- ☐ CATPA Grantee Director(s)   ☐ CATPA Grantee Investigators
- ☐ CATPA Analysts   ☐ Advisory Panel
- ☐ Other

Brief Description

Anticipated Impact

Partnerships Expected

Level of Commitment from CATPA Office   ◯ Low   ◯ Marginal   ◯ High

Submitted By

CATPA Office Use Only

Approved   ◯ Yes   **Comments**
                  ◯ No

Received By   **Date**

Post-Program Public Prevention Report

CATPA
Colorado Auto Theft
Prevention Authority
Department of Public Safety

Revised 07/15/2014

*Instruction: In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded prevention education funding will be required to submit the Post Program Report to the CATPA Office . This report must be submitted **no more than 30 days after the completion of the public information and education prevention program.***

Grantee

Date Submitted

Program Title

Purpose

Target Audience

Start Date   **End Date**

Brief Description

Program Impact

Partnerships and Participation with Grantees

Level of Commitment from CATPA Office   ○ Low   ○ Marginal   ○ High

Submitted By

CATPA Office Use Only

Comments

Received By   **Date**

Training Reporting Requirements

In addition to the measurement reporting outlined in the grant application, grantees awarded training funds will be required to submit additional reporting requirements to ensure the training funds are used for auto theft training pursuant to the funding initiative.

1. **Individual Training Course Funds**. Individual Training Course Funds may be awarded to a Grantee for allowing the Grantee's personnel to attend specialized training in auto theft through CATPA funding, viz. not otherwise defined by Group Training Program Funds. When a Grantee has been awarded Individual Training Funds, the Grantee shall report the use of these funds in accordance with the reporting procedures.
2. **Group Program Funds.** Group Training Program Funds may be awarded to a Grantee for allowing auto theft training to be sponsored, facilitated, or otherwise hosted through the partial or complete use of CATPA funds. Group Training Program Funds may include conferences, statewide/localized training, or specialized training sponsored by the Grantee using CATPA funding. The Grantee will provide a report to the CATPA Office on the planning and evaluation of the Group Training Program. These reports will include the following elements related to the Group Training Program:
    a.) *Planning Report*, submitted to the CATPA Office no less than 30 days prior to the planned group training program, including:
       1) Title of the Conference or Training Program,
       2) Planned Presenter(s),
       3) Target Training Date(s),
       4) Nexus to Auto Theft (e.g., how the training relates to auto theft prevention, identification, detection, arrest, adjudication, etc.)
       5) Training Validation (e.g., Needs Assessment, survey, or narrative justification that validates the need for the training),
       6) Training Conference/Program Certification (e.g., P.O.S.T., I.A.A.T.I., I.A.L.E.I.A., I.A.C.A., etc.)
       7) Target Audience, and
       8) Proposed Training Evaluation Instrument(s).
    b.) *Evaluation Report*, submitted to the CATPA Office no more than 30 days after the completion of the group training program, including:
       1) Title of the Conference or Training Program,
       2) Actual Presenter(s),
       3) Training Date(s),
       4) Attendance Record (identify CATPA Grantee Personnel),
       5) Training Evaluation Analysis (namely, Presenter(s) Rating, Curriculum Rating, Classroom/Environment Rating), and
       6) Training Coordination Brief (a short summation of the Grantee's perspective as to the effectiveness of this training/conference and any lessons learned).

Training Planning Report

CATPA
Colorado Auto Theft
Prevention Authority
Department of Public Safety

Revised 07/15/2014

*Instruction: In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded training funds will be required to submit additional reporting requirements to ensure the training funds are used for auto theft training pursuant to the funding initiative and CATPA legislation. Group training program funds may be awarded to a Grantee for allowing auto theft training to be sponsored, facilitated, or otherwise hosted through the partial or complete use of CATPA funds. A group training program may include conferences, statewide/localized training, or specialized training sponsored by the Grantee using CATPA funding. CATPA requires the Grantee to submit this report to the CATPA Office for authorization **no less than 30 days prior to the planned group training program.** Grantee may not confirm, book or solicit group training programs prior to CATPA approval.*

Grantee	**Date Submitted**
Training Title	**Type** ▼
Location	
Address	
Start Date	**End Date**
Presenter(s)	
Nexus to Auto Theft	

Training Validation
☐ Training Survey ☐ Needs Assessment
☐ Other

Certification
☐ POST ☐ IAATI ☐ IALEIA ☐ IACA ☐ None
☐ Other

Target Audience
☐ Patrol Officers ☐ Auto Theft Investigators
☐ Auto Theft Supervisors ☐ Auto Theft Analysts
☐ Other

Submitted By

Training Evaluation ◯ Yes ◯ No   **Is Evaluation Attached?** ◯ Yes ◯ No

Comments

CATPA Office Use Only

Approved ◯ Yes   **Comments**
◯ No

CATPA
Colorado Auto Theft Prevention Authority
Department of Public Safety

Training Evaluation Report
Revised 07/15/2014

*Instruction: In addition to the measurement reporting outlined in the COGMS grant application, grantees awarded training funds will be required to submit additional reporting requirements to ensure the training funds are used for auto theft training pursuant to the funding initiative and CATPA legislation. Group training program funds may be awarded to a Grantee for allowing auto theft training to be sponsored, facilitated, or otherwise hosted through the partial or complete use of CATPA funds. A group training program may include conference, statewide/localized training, or specialized training sponsored by the Grantee using CATPA funding. CATPA requires the Grantee to submit this report to the CATPA Office for authorization **no more than 30 days after the completion of the group training program**.*

Grantee

Date Submitted

Training Title

Type

Location

Total Attendees

CATPA Task Force Attendees

Start Date

End Date

Presentation Overall Rating   ○ Unsatisfied   ○ Satisfied   ○ Very Satisfied

Curriculum Overall Rating   ○ Unsatisfied   ○ Satisfied   ○ Very Satisfied

Environment Overall Rating   ○ Unsatisfied   ○ Satisfied   ○ Very Satisfied

Training Coordinator Brief

CATPA Office Use Only

Received By

Date

Intelligence Analysis Reporting Requirements

In addition to the measurement reporting outlined in the grant application, applicable grantees awarded intelligence analysis funding will be required to submit the following to the CATPA Office:

1. **ATICC – Multiagency Reporting Requirements Summary.** ATICC will provide a quarterly report to the CATPA Office no more than 30 days after each quarter on a summary report of the Multiagency Reporting Requirements listed in Chapter 7.C.
2. **ATICC - CCIC ATICC Supplemental Reporting Summary.** ATICC will provide a quarterly report on the number of CCIC ATICC Supplemental forms being submitted into CCIC through the use of Open Fox®, other electronic transmission interface to CCIC, or direct electronic submission to the Stolen Vehicle Database Repository. This report is referenced to the Multiagency Reporting Requirements listed in Chapter 7.D. If character limits permit, this information may be submitted in quarterly reporting.
3. **ATICC - Colorado Auto Theft Quarterly and Annual Report**. ATICC will provide a quarterly and annual analysis report on the incidence of auto theft experience. These reports will contain analysis of data from the Stolen Vehicle Database Repository and will identify trends, patterns, hotspots, and analytical modeling. Each report shall compile year-to-date information beginning in 2010.
4. **ATICC – Special Analytical Reporting**. ATICC will provide strategic analysis to CATPA to support the goals, objectives and measures of the CATPA initiatives. ATICC will respond to a request of strategic analysis within one (1) week from the date of the CATPA request.
5. **Analytical Product(s).** The grantee will provide a quarterly report of analytical products generated no more than 30 days after each quarter. The report shall include the number, type (strategic or tactical), and category (BOLO, timeline, association chart, etc.) of analytical product. If character limits permit, this information may be submitted in semi-annual and annual reporting.
6. **CATI Meeting Attendance.** Each auto theft analyst funded by this CATPA grant is required to attend a minimum of six (6) of the twelve (12) monthly CATI meetings per year.

Chapter 7. CATPA Marketing Requirements

In addition to the measurement reporting outlined in the grant application, grantees awarded funding will be required to acknowledge CATPA as the funding source for funded projects. These requirements are applied to all training, public education/information materials and news media releases.   The following examples of acknowledging CATPA as the funding source include:

Media and New Releases. Grantees providing news media release, in verbal and/or written format, must include a statement similar to: "The (Grantee), with funding from the Colorado Automobile Theft Prevention Authority, …"

Public Educational/Information Materials. Public education and/or information materials purchased with CATPA funds must contain the CATPA logo and a statement such as: "This program is funded by the Colorado Automobile Theft Prevention Authority."   The CATPA logo placed on the document.

Example:
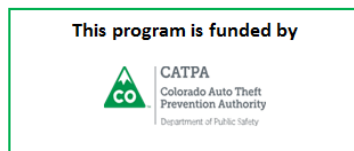
Training Materials. Training materials purchased through CATPA funding must contain the CATPA logo and a statement such as: "This training is funded by the Colorado Automobile Theft Prevention Authority."

Example:
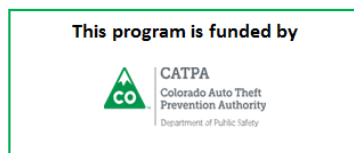
Chapter 8. Definitions

Activity Areas. The application should address activities (thefts, recoveries, arrests, etc.) which occur within and outside the multijurisdictional partnership area. CATPA recognizes auto theft events and thieves oftentimes transcend jurisdictional boundaries.
1. **Partnership Area**. This is the geographical area of jurisdictional authority for all partnerships identified in the multiagency endeavor. In essence, the Partnership Area is the primary location for the applicant's activities and efforts to reduce auto theft.
2. **Non-Partnership Area**. This area is outside the geographical area of jurisdictional authority for all partnerships identified in the multiagency endeavor.

Agreements. CATPA requires multiagency law enforcement task force programs using proactive investigative methods to reduce the incidents of motor vehicle theft to increase the apprehension of motor vehicle thieves and persons who attempt to defraud insurance companies. Grantees must engage in written agreements with multiagency partnerships prior to application of funding from CATPA. Written agreements may be in the form of a Memorandum of Understanding (MOU), Inter-Governmental Agreement (IGA), or other written form as approved by the participating multi-jurisdictional partnerships. These agreements should include:
1. **Intra-multiagency Agreements** which identify each of the partnering agencies approving representative to engage in the grant application initiative.
2. **Inter-multiagency Agreements** which identify the adjoining and corresponding multiagency task force(s) which the grant applicant anticipates operational and administrative working relationships will determine or influence effectiveness of the proposed grant initiative.

Analytical Products. Analytical products include a wide variety of aids to assist in prevention, enforcement, prosecution and education related to auto theft where product formats should be tailored to the consumer's need. Products may include strategic, tactical, and operational assessments derived from a variety of analytic techniques, such as: communication analysis, crime pattern analysis, criminal business profiles, demographic/social trend analysis, financial analysis, flow analysis, geographic analysis, geospatial analysis, indicator analysis, market profiles, network analysis, problem and target analysis, results analysis, risk analysis, threat analysis, and vulnerability analysis and criminal information sharing documents. Additional information on analytical products and the role of criminal and intelligence analysts can be found at the International Association of Crime Analysts (http://www.iaca.net/) and the International Association of Law Enforcement Intelligence Analysts (http://www.ialeia.org/).

Arrest. An arrest is defined as an exercise, under legal authority, to take a person into custody by the reporting task force in response to a criminal charge involving auto theft. Arrests may include misdemeanor or felony offenses.

Arrest Location. CATPA recognizes auto theft events oftentimes transcend jurisdictional boundaries.

Arrest Type. There are two types of arrests that should be addressed in the CATPA application when articulating the activities of a multiagency law enforcement proposal:
1. **Physical Arrest** is an arrest of an auto theft offender, with or without a warrant, regardless of misdemeanor or felony charging.

2. **Non-physical Arrest** is an arrest of an auto theft offender via filing a court summon for a charge of auto theft, regardless of misdemeanor or felony charging.

ATICC Search. For purposes of the grant application, CATPA uses the Auto Theft Intelligence Coordination Center Stolen Vehicle Database Repository as a primary source for statistical information regarding the incidence of auto theft. Applicants are encouraged to use the ATICC Search, whereby directions for performing searches in the database are illustrated in the User Guide. Applicants may contact the ATICC for authentication access to the ATICC website (https://aticc.state.co.us/) by calling 303-239-4368. Records in the ATICC site are cataloged as they are created allowing users access to both active and inactive case records. The ATICC Search site was created to provide better, more efficient access to lost or stolen vehicle records.

ATICC Supplemental. The ATICC Supplemental is a graphical user interface form used within the Colorado Crime Information Center (CCIC) to capture standardized information on the report of a vehicle theft and/or recovery event. The Auto Theft Intelligence Coordination Center (ATICC) is tasked to develop, support and otherwise ensure integrity of the ATICC Supplemental database. Authorized CCIC users are encouraged to utilize this form by accessing Open Fox® Desktop.

CALEA. The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®) is a credentialing authority (accreditation), based in the United States, whose primary mission is to accredit public safety agencies, namely law enforcement agencies, training academies, communications centers, and campus public safety agencies.

CATPA. CATPA is the Colorado Auto Theft Prevention Authority, created under Automobile Theft Prevention Authority Act §42-5-112 C.R.S., and is tasked with an eleven member Board to solicit, review and approve grants to qualified applicants for reduction of auto theft within the state.

CATPA Sunset. Since 2008, CATPA has been entrusted with stewardship of a cash fund (created in §42-5-112 C.R.S.) for fees collected from each insurer that issues a policy pursuant to §10-4-617 C.R.S. As such, CATPA is held accountable to the General Assembly and the State Treasurer for ensuring cost-effectiveness, efficiency, functionality and financial responsibility. In accordance with §42-5-112(6) C.R.S., prior to September 01, 2018, CATPA is required to submit to a Sunset Review. The Sunset Review process (§24-34-104 C.R.S.) involves CATPA's ability to provide reliable and verified evidence and information to the Department of Regulatory Agencies, Office of Legislative Legal Services, and the General Assembly's committee(s) of reference on the financial stewardship, cost-efficiency and effectiveness of CATPA funds. The Sunset Review process will result in specific legislation for CATPA's termination, continuation, or reestablishment. Furthermore, CATPA is required to submit to financial audits by the State Auditor consistent with §42-5-113 C.R.S. Lastly, the CATPA Board and the CATPA Office is tasked to safeguard qualitative and quantitative allocation of CATPA funds in accordance with the spirit and letter of statutory authority in §42-5-112 C.R.S.

Case Management System Policy. It is the CATPA policy that task force commanders responsible for criminal investigations will establish and follow case management procedures consistent with professional standards (e.g., CALEA) to make the most effective use of limited resources. The task force commanders will describe minimum investigative case management procedures.

CCIC. Colorado Crime Information Center (CCIC) is the statewide criminal justice computer system which delivers criminal justice information to law enforcement and criminal justice agencies in the effort to protect the citizens within our communities. CCIC allows Colorado law enforcement agencies to obtain information such as, but not limited to, statewide and national warrants, criminal history records, driver's license information, missing persons, protected parties, stolen property, sex offenders, and intelligence information. CCIC is available twenty-four hours a day, 365 days a year. Each criminal justice agency accessing all of these databases is required to be audited by the Colorado Bureau of Investigations on a triennial cycle to ensure the highest quality of information is available to our criminal justice partners.

CJIS. The Criminal Justice Information Services Division (CJIS) is a division of the United States Federal Bureau of Investigation (FBI). The CJIS was established in February 1992 and it is the largest division in the FBI. A computerized criminal justice information system that is a counterpart of FBI's National Crime Information Center (NCIC) is centralized in Washington D.C., and is maintained by Department of Justice (DOJ) in each state. It is available to authorized local, state, and federal law enforcement and criminal justice agencies via any of the three law enforcement communication systems – National Law Enforcement Telecommunications System (NLETS), a more localized state criminal information system (name varies by state), and the International Law Enforcement Telecommunications System (INLETS). Usually CJIS offers a much wider range of information nationwide and more precise inquiry search parameters than NCIC. CJIS consists of several databases and one subsystem, and its retrieval and update capabilities are online.

CLEAR. The Colorado Crime Information Center (CCIC) provides event and case deconfliction for officer safety and enhanced intelligence through an application called CLEAR. CLEAR allows CCIC users to deconflict locations, vehicles and persons.

Criminal Enterprising. Organized crime and often criminal organizations are a group of terms which categorize transnational, national, or local groupings of highly centralized enterprises run by criminals, who intend to engage in illegal activity involving auto theft, most commonly for monetary profit.

Enforcement Models. The interactions of various enforcement models illustrate inherent differences in the operation, supervision, and attention to the problem of auto theft. The model, or a combination of models, is chosen by the project director, and their partnership stakeholders, to accommodate business practices or otherwise countermeasure auto theft within the realm of the community and service organizations' capacities. For the purpose of CATPA grant applications, the following terms are used: Informal Deployment Program Mode, Problem Oriented Directed Model, Analytically Oriented Directed Model, Saturation Patrol Model, Investigative/Intelligence-Led Policing Model.

1. **Informal Deployment Program Model**. This model is centered on deployment of equipment or personnel based on a programmatic style of deployment. In this model, some projects have acquired funding to purchase auto theft equipment, e.g., automated license plate readers, etc., and deployed them based on a program that identifies a direct relationship to deal with the crime of auto theft. In some of these equipment programs, decisions are made to deploy the equipment to hot-spot areas, patrol and/or non-patrol personnel and/or leveraging technology to advance the identification, apprehension, arrest and location of stolen vehicles. An example is the procurement of automated license plate reader systems which were used by patrol and non-patrol personnel. Other projects have used the informal deployment program model to

staff uniform and/or non-uniform personnel funded specifically to locate stolen vehicles, expend minimal effort in follow-up investigations, and seek auto theft offenders. This model has been used for high visibility patrol activities, engage suspect-oriented patrols, deploy auto theft apprehension tools (e.g., automated license plate reader systems, GPS trackers, etc.) and/or surveillance operations. Typically, officers working in this model are provided with overtime opportunities for guidance and/or equipment with a general instruction on pursuing resource-intensive tactics, such as public education, decoys or bait vehicles, saturation patrols, and responses.

2. **Problem Oriented Directed Model**. This model employs the use of a team or group of officers primarily tasked to intervene in patterns, problems or major auto theft crimes. These officers are typically detached from regular patrol services, so as not to be distracted from their mission. Some of these teams or groups have traditionally been referred to as "impact" or "proact" teams, as they traditionally utilize tactical actions. This model reacts to the incidence of auto theft activities and is valued at immediate results-orientation to the identification, detection and arrest of a stolen vehicle operated by an auto thief and/or the ability to recover stolen vehicles. In many of these projects, personnel are deployed for the primary intention to detect auto thieves and recover stolen vehicles. Tactically, personnel use traditional or intelligence-led policing efforts to patrol hot-spot crime/recovery areas and/or utilize active investigative methods. Directed patrol models rely heavily upon the individual or small group (2-4) deployment of personnel to affect activities, unless circumstances warrant a large scale operation. Many operations of directed patrol will engage the use of operational planning to document the purpose, expectations, procedures and assignment of personnel.

3. **Analytically Oriented Directed Model**. This model centralizes the activities of patrol and/or investigative personnel for attention on crime analytical products illustrating crime trends, patterns and series of auto theft events, including predictive analysis, offender/suspect relationships, target vehicles, locations and environmental conditions of a vehicle theft/recovery or suspect/association location(s). This model employs the use of a crime analyst to explicitly recommend assignments and tactics of enforcement efforts, which assigned personnel are expected to follow, unless a supervisor countermands. This model is used in combination with other models, however, the singular use of the model requires a large amount of time and effort for completing the analytical processes, which may create lag periods of personnel attention when activities are not on-going and consistent. Use of this model was formally introduced in 1994 in New Orleans and later in 1995 by the New York Police Department and is known in world-wide policing today as "ComStat."

4. **Saturation Patrol Model**. This model primarily reacts, and at times is proactive, to the incidence of auto theft and is valued for high visibility, team orientation, and immediate results to auto thieves' apprehension and recovery of stolen vehicles. In many of these projects, personnel are deployed for the primary intention to patrol or stakeout high crime locations, identify and follow up on cases, apprehended offenders and locate stolen vehicles. Tactically, personnel are deployed in a group or team and use traditional and/or intelligence-led policing efforts to saturate a high crime area, coordinate with other specialized enforcement personnel and/or units (e.g., special weapons and tactics, burglary, drugs, gangs, robbery, etc.) to target high profile or habitual offenders, use informants to identify offenders or auto theft crime trends/events, and deploy moderate levels of latent investigative methods.

5. **Investigative/Intelligence-Led Model**. This model is based on an applied science embracing the study of available facts or circumstantial information to prevent and otherwise reduce the incidence of auto theft. Investigative techniques typically absorb a high degree of personnel time and effort to identify, locate, develop associations, determine the methods of operations,

and motive(s) of offenders. The scientific model uses investigative processes complying with applicable criminal laws and administrative procedures which normally result with intensive or substantial fact accumulation to resolve findings. This model is normally required to build "large scale" investigative findings to adjudicate prolific/habitual offenders, criminal enterprises and organized criminals. The timing and pace of investigative of this model is longer than that of other models as it normally requires more time, increased personnel efforts, and use of methodical processes which results in a slow pace of a "case" to be completed. Unlike other models, this model can open a "case" that may eventually identify a large number of stolen vehicles, suspects, interested persons, witnesses, interviews/interrogations, and locations. This model uses criminal investigative techniques to provide searches, interviews, interrogations, evidence collection, preservation methodologies, forensic science and other methods of investigation. This model can be viewed as proactively based as it uses offender profiles, collates method of operations (modus operandi), factors of intelligence based crime analysis driven. In summary, this model is considered a low risk (slow and methodical) and with a high frequency of production (multiple offenders, vehicles locations, etc. as a result).

First Time Violator. A person charged with the crime of auto theft with no prior charges of auto theft.

Joyriding Event. Joyriding is the unlawful driving a motor vehicle with no particular criminal intent to commit other crimes; the vehicle is taken solely for pleasure.

Major Case Investigations. A major criminal investigation involves criminal activities of auto theft requiring substantial commitment of resources due to the nature, complexity and involvement of multiple suspects.

Monthly CATPA Statistical Report Form. CATPA grantees are required to submit standardized monthly statistics for evaluation, progress and efficiency of grant funds. Grant project directors, or their assignees, must utilize the secured ATICC website to perform entries for monthly reporting. Applicants may contact the ATICC for authentication access to the ATICC website (https://aticc.state.co.us/) by calling 303-239-4368.

NICB. The National Insurance Crime Bureau (NICB) is a not-for-profit organization that receives support from nearly 1,100 property and casualty insurance companies and self-insured organizations. The NICB partners with insurers and law enforcement agencies to facilitate the identification, detection and prosecution of insurance criminals. NICB theft and fraud awareness facts and information can be accessed via https://www.nicb.org/theft_and_fraud_awareness.

NIBRS. The National Incident Based Reporting System (NIBRS) is an incident-based reporting system for crimes known to the police. NIBRS reports may be accessed via http://www.fbi.gov/stats-services/crimestats. For each crime incident coming to the attention of law enforcement, a variety of data are collected about the incident. These data include the nature and types of specific offenses in the incident, characteristics of the victim(s) and offender(s), types and value of property stolen and recovered, and characteristics of persons arrested in connection with a crime incident. The annual Crime in Colorado report is a compilation of crime statistics submitted to the Colorado Bureau of Investigation (CBI) by Colorado law enforcement agencies through the national Uniform Crime Reporting (UCR) Program. The Crime in Colorado reports may be accessed via https://www.colorado.gov/pacific/cbi/crime-colorado1. Per Colorado Revised Statute 24-33.5-412.(5),

each Colorado law enforcement agency is required to submit their crime and arrest data to the CBI. The data published on the statewide and individual agency statistics pages are published according to the national UCR Summary Hierarchy rules. The data published on the Incident Based pages is published according to the national UCR NIBRS reporting and counting guidelines. NIBRS uses two groups for reporting offense categories:

Group A Offenses	
1. Arson	12. Homicide
2. Assault	13. Kidnapping/Abduction
3. Bribery	14. Larceny
4. Burglary/Breaking and Entering	15. Motor Vehicle Theft
5. Counterfeiting/Forgery	16. Pornography/Obscene Material
6. Destruction/Damage/Vandalism of Property	17. Prostitution Offenses
7. Drug/Narcotic Offenses	18. Robbery
8. Embezzlement	19. Sex Offenses, Forcible
9. Extortion/Blackmail	20. Sex Offenses, Non-forcible
10. Fraud	21. Stolen Property Offenses/Fence
11. Gambling	22. Weapon Law Violations

Group B Offenses	
1. Bad Checks	6. Family Offenses, Nonviolent
2. Curfew/Loitering/Vagrancy Violations	7. Liquor Law Violations
3. Disorderly Conduct	8. Peeping Tom
4. Driving Under the Influence	9. Trespass of Real Property
5. Drunkenness	10. All Other Offenses

Opportunistic Auto Thief. An auto theft crime(s) of opportunity committed without planning when the perpetrator sees the chance to commit the act with little or no premeditation.

Participating Agency. A Participating Agency is a partnership agency in the multiagency auto theft program which has part-time or full-time personnel assigned to program. The assignment of personnel to the task force may or may not be dependent upon CATPA funds (i.e., funded by the participating agency, or partial/full-funding by the CATPA grant). However, partnership agencies receiving overtime funds as their primary involvement in the multiagency auto theft program are not considered a Participating Agency.

Partnership Agency. A Partnership Agency is an agency in the multiagency auto theft program which supports the program's initiatives and activities. A Partnership Agency may receive CATPA funds to support or facilitate the goals, objectives and activities of the multiagency auto theft program.

Previous Violator. A person arrested and charged with the crime of auto theft where the same person has a minimum of one prior charge of auto theft. (Note: This definition is not consistent with the Habitual Offender Statute under Section 18-1.3-406 C.R.S., as the intention of CATPA is to begin identifying previous violators of auto theft.)

Public Education. To modify changes of observable human behavior by use of education to the viable threat and prevention and impact of auto theft crime(s).

Public Information. To provide awareness to the general public of the consequences, costs, prevention techniques and impact of auto theft crime(s).

Puffer. This is a slang term originating from the interrogation of arrested auto theft suspects who have described how they identify vehicles that are left running and unattended that they can steal. The term originates from the visible exhaust rising from the vehicle to identify it at a distance. In accordance with C.R.S. §42-4-1206, Unattended Motor Vehicle, "No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, and effectively setting the brake thereon, and, when standing upon any grade, said person shall turn the front wheels to the curb or side of the highway in such a manner as to prevent the vehicle from rolling onto the traveled way. Any person who violates any provision of this section commits a class B traffic infraction."

Puffer Auto Theft. Puffer auto theft is when a motor vehicle theft occurs by the means of the stolen vehicle being left unattended with the engine running (puffer).

Recovered Stolen Vehicle. CATPA is interested in the recovery of stolen vehicles, however, the following types of recovery are necessary to identify the level of recovery.
1. **Complete Vehicle Recovery** occurs when all assigned derivative vehicle identification numbers assigned by the manufacturer to the stolen vehicle have been found regardless of the dismantling or damage to the vehicle or its parts.
2. **Partial Vehicle Recovery** occurs when one or more sections, portions or parts of a vehicle, identified by an assigned derivative vehicle identification number as assigned by the manufacturer to the stolen vehicle, have been found.
3. **License Plate Recovery** occurs when a stolen license plate has been recovered, regardless of its condition or location of recovery.

RISS and RISSNET. The Regional Information Sharing Systems (RISS) Program is a federal-grant project administered by the Bureau of Justice Assistance (BJA), Department of Justice. RISS provides services and resources that directly impact law enforcement's ability to successfully resolve criminal investigations and prosecute offenders while providing the critical officer safety event deconfliction necessary to keep the men and women of our law enforcement community safe. RISS serves thousands of local, state, federal, and tribal criminal justice agencies in their effort to identify, detect, deter, prevent, and solve criminal and terrorist-related investigations. Through its RISS Secure Law Enforcement Cloud (RISSNET™), information and intelligence sharing resources, investigative support and analytical services, and deconfliction, RISS has enabled agencies and officers to increase their success exponentially. RISS supports efforts against organized and violent crime, gang activity, drug activity, terrorism, human trafficking, identity theft, and other regional priorities, while promoting officer safety. RISS offers full-service delivery from the beginning of an investigation to the ultimate prosecution and conviction of criminals.

RMIN. Rocky Mountain Information Network (RMIN) is a federal-grant project administered by the Bureau of Justice Assistance (BJA), Department of Justice. The Arizona Department of Public Safety serves as the grantee for the RMIN program, which is one of six federally-funded regional projects comprising the Regional Information Sharing System (RISS). RMIN serves more than 15,000 law enforcement officers from more than 1,046 agencies in the Rocky Mountain region to include Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming, and the Canadian provinces of Alberta, British Columbia, and Saskatchewan. It provides vital support to law enforcement agencies in the detection, enforcement, and prosecution of multijurisdictional criminal activities that traverse local, state, and national boundaries within the RMIN region. It also provides

members an on-line state-of-the-art network of criminal intelligence databases that can be queried 24 hours a day using a secure link via the Internet. Furthermore, RMIN assists officers with analytical resources for case preparation, charts for courtroom display, computer forensics, financial analysis and other analytical products. RMIN also publishes a monthly law enforcement bulletin that provides pertinent, timely information to member agencies. Member agencies are also assisted by RMIN in obtaining intelligence and investigative-related training as RMIN provides individual and co-sponsored training support for conferences and workshops. RMIN also provides assistance to member agencies by loaning technical surveillance, investigative and communications equipment to RMIN members.

Stolen Vehicle. A vehicle for which a law enforcement theft report has been filed in the Colorado Crime Information Center (CCIC) in the stolen vehicle file and the whereabouts are unknown. The vehicle was not returned after it had been loaned, rented, or leased and was reported as a theft, or a filed complaint results in the issuance of a warrant charging embezzlement or theft. Generally, the theft of a license plate is not considered a stolen vehicle for the purpose of CATPA's definition, as it is an article assigned to a motor vehicle. There are two types of stolen vehicles categories defined by CATPA:

1. **Complete Vehicle Theft**. The complete vehicle theft occurs when all assigned derivative vehicle identification numbers assigned by the manufacturer to the stolen vehicle have been stolen regardless of the dismantling or damage to the vehicle or its parts.

2. **Partial Vehicle Theft**. The partial vehicle theft occurs when one or more sections, portions or parts of a vehicle, identified by an assigned derivative vehicle identification number as assigned by the manufacturer, have been stolen.

Qualified Applicant

1. **Multiagency Investigative/Enforcement/Prosecution Projects**. Qualified applicant agencies include state and local law enforcement or prosecution agencies, multijurisdictional task forces, and any non-profit National Insurance Crime Bureau task forces that operate in Colorado. Projects may include investigative, enforcement and prosecution activities, including overtime costs. Objectives for projects could include reducing the number of thefts; increasing arrests of persons suspected of motor vehicle thefts, including defrauding insurance companies; identifying and apprehending organized auto theft rings; increasing recoveries and prosecution of auto thieves, and improving analytic data analysis to enhance auto theft arrests. This grant program encompasses farm and construction equipment thefts as well as motor vehicles used over-the-road.

2. **Crime Prevention and Public Awareness Programs**. Qualified applicants include any Colorado law enforcement agency, any state, county or municipal agency, prosecution offices, registration and title clerks, school districts, non-profit and for-profit organizations that have an effect on motor vehicle theft prevention. This grant category is intended to encourage projects that promote crime prevention efforts, activities, and public awareness campaigns that are intended to reduce the number of victims of motor vehicle theft. One of the objectives of prevention and awareness programs should be to reduce the public's victimization by motor vehicle theft and fraud crimes. Members of the CATPA Board encourage agencies in Colorado to continue the promotion of the Lockdown campaign. Grants for projects designed to use the Lockdown Your Car program are encouraged in this category. Please visit their website for more information. www.lockdownyourcar.org

3. **Professional Training**. Qualified applicant agencies include any law enforcement, motor vehicle regulatory or prosecutorial agency; county title and motor vehicle registration clerks; port-of-

entry offices. Grants will be considered for the purpose of providing professional training and development to law and regulation enforcement officers, employees, or prosecutors. Tuition and travel expenses will be considered. Training grant requests should indicate whether the training benefits a multijurisdictional theft prevention strategy. Training must be specific to motor vehicle theft.

4. **Prosecution Support**. Qualified applicant agencies are prosecution offices. Funds can be used to increase auto theft case prosecution capacity and efficiency.

5. **First-Time Offender Programs**. Qualified applicant agencies include prosecution offices, non-profit organizations, law enforcement agencies, and community corrections programs. Grants for projects designed to prevent future criminal behavior by first-time offenders will be considered. The term, "first-time offenders" encompasses those who have been convicted one time of any vehicle theft or theft-related insurance fraud charge.

Chapter 9. Anticipated FY17 Award Level Estimate

In FY17, the CATPA Board will face challenges in apportioning grant awards to existing and/or new applications. Prior to FY15, the CATPA Fund had the luxury of providing "supplemental" finances of unspent revenues to be awarded to grantees. In simple terms, the past several years CATPA has fairly exhausted these supplemental funds, where FY17 awards will be restricted to the anticipated grant revenue of $4.1 million. The following chart illustrates the levels of grant awards and the amount of grant revenue collected for the same year.
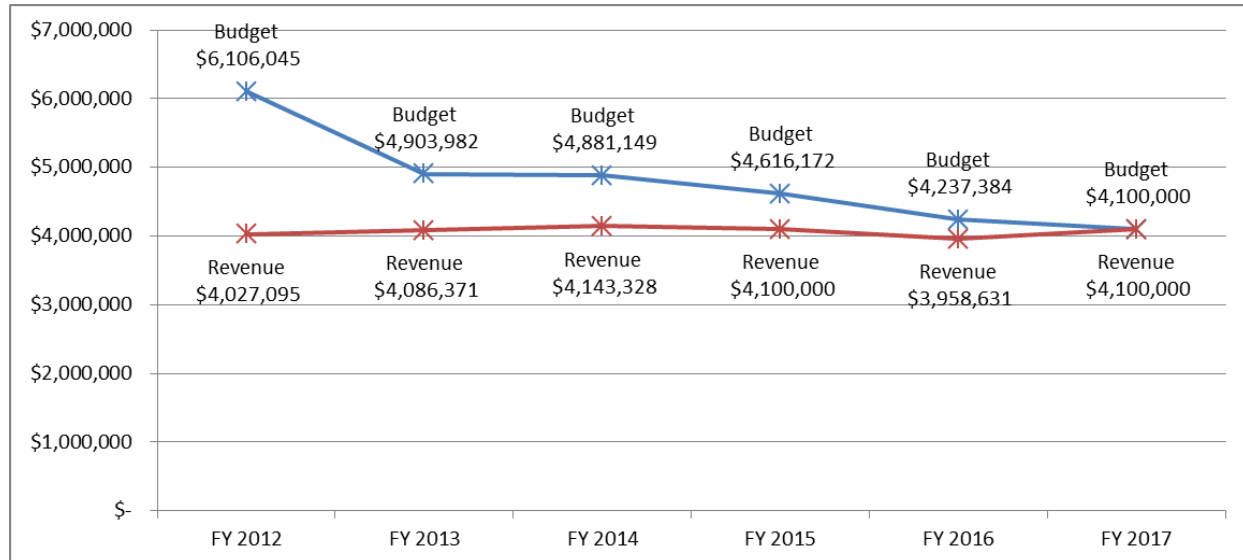
Chapter 10. CATPA Board Guiding Principles

CATPA funds are intended to assist in improving and supporting auto theft programs for prevention, enforcement and prosecution (C.R.S. §42-5-112). The following guiding principles, in a non-priority listing, will be used by the CATPA Board to determine the best value of CATPA grant awards.

1. CATPA funds should have geographical distribution and representation for a statewide impact to reduce auto theft crime.
2. CATPA funds should have justifiable apportionment to the initiatives of prevention, education, enforcement, prosecution, first time offender rehabilitation and training.
3. CATPA funds should have relevance to successful programs that have demonstrated the ability to reduce auto theft based on previous experience of CATPA funding.
4. CATPA funds should be relevant to where auto theft crime is prevalent.
5. CATPA funds should have significance to per capita auto theft crime to protect the general public from harm.
6. CATPA funds should have a proportional distribution relationship to the origination of funding (insured policy fee) as compared with the Department of Motor Vehicles registrations for the previous year.
7. CATPA funds should have validation in the awarding processes using criteria-based evaluation methodologies.
8. CATPA funds should have priority to multiagency task forces and programs.

As directed during FY16, the CATPA Board intends to solicit, award and distribute funding in giving priority to two primary multiagency enforcement task force grant applications: 1) Task force applicant in the Gold Camp Area, and 2) Task force applicant statewide outside the Gold Camp Area. Conditionally, the two multiagency law enforcement task force applicants must ensure a centralized and unified command within and amongst both task forces. This priority shall not exclude the Board's ability to award grants to other applicants, consistent with §42-5-212 C.R.S.

Chapter 11. FY17 CATPA Board Award Principles

Principle 1: Geographical Distribution

As a preamble, the Board will consider guiding principles to review the applications. These guiding principles are to countermeasure, through prevention efforts, the incidence of auto theft based on geographical, crime origination and density rates represented within the State. As such, the Board will employ the use of weighting factors to guide decisions with increased objectivity. The Board has adopted the use of the illustrated map in determining project areas. These areas are inclusive of boundaries based upon counties and judicial districts.
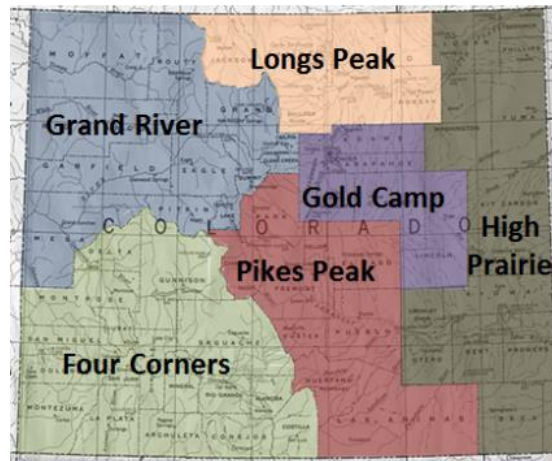
County	Jud. Dist.	CATPA Area	County	Jud. Dist.	CATPA Area	County	Jud. Dist.	CATPA Area
Adams	17th	Gold Camp	Fremont	11th	Pikes Peak	Morgan	13th	High Prairie
Alamosa	12th	Four Corners	Garfield	9th	Grand River	Otero	16th	High Prairie
Arapahoe	18th	Gold Camp	Gilpin	1st	Gold Camp	Ouray	7th	Four Corners
Archuleta	6th	Four Corners	Grand	14th	Grand River	Park	11th	Pikes Peak
Baca	15th	High Prairie	Gunnison	7th	Four Corners	Phillips	13th	High Prairie
Bent	16th	High Prairie	Hinsdale	7th	Four Corners	Pitkin	9th	Grand River
Boulder	20th	Longs Peak	Huerfano	3rd	Pikes Peak	Prowers	15th	High Prairie
Broomfield	17th	Gold Camp	Jackson	8th	Longs Peak	Pueblo	10th	Pikes Peak
Chaffee	11th	Pikes Peak	Jefferson	1st	Gold Camp	Rio Blanco	9th	Grand River
Cheyenne	15th	High Prairie	Kiowa	15th	High Prairie	Rio Grande	12th	Four Corners
Clear Creek	5th	Grand River	Kit Carson	13th	High Prairie	Routt	14th	Grand River
Conejos	12th	Four Corners	La Plata	6th	Four Corners	Saguache	12th	Four Corners
Costilla	12th	Four Corners	Lake	5th	Grand River	San Juan	6th	Four Corners
Crowley	16th	High Prairie	Larimer	8th	Longs Peak	San Miguel	7th	Four Corners
Custer	11th	Pikes Peak	Las Animas	3rd	Pikes Peak	Sedgwick	13th	High Prairie
Delta	7th	Four Corners	Lincoln	18th	Gold Camp	Summit	5th	Grand River
Denver	2nd	Gold Camp	Logan	13th	High Prairie	Teller	4th	Pikes Peak
Dolores	22nd	Four Corners	Mesa	21st	Grand River	Washington	13th	High Prairie
Douglas	18th	Gold Camp	Mineral	12th	Four Corners	Weld	19th	Longs Peak
Eagle	5th	Grand River	Moffat	14th	Grand River	Yuma	13th	High Prairie
El Paso	4th	Pikes Peak	Montezuma	22nd	Four Corners			
Elbert	18th	Gold Camp	Montrose	7th	Four Corners			

Principle 2: Initiative Apportionment

The Board will use guiding principles of decision-making towards allocating the funds towards each of the CATPA initiatives. The Board recognizes the total revenues for awarding in FY17 are in the vicinity of $4.1 million and should be apportioned for each of the auto theft reduction initiatives, including prevention, enforcement, prosecution, and first-time offender probation programs. Using the past practices, the Board has funded initiatives as displayed in the pie chart below. However, these past practices may not represent future apportionments.

Initiative	Percent	Total
Enforcement	70%	$ 2,870,000
Intelligence	11%	$ 451,000
Prosecution	6%	$ 246,000
Education	9%	$ 369,000
Training	4%	$ 164,000
First Time Offenders	0%	$ -
Total	100%	$ 4,100,000
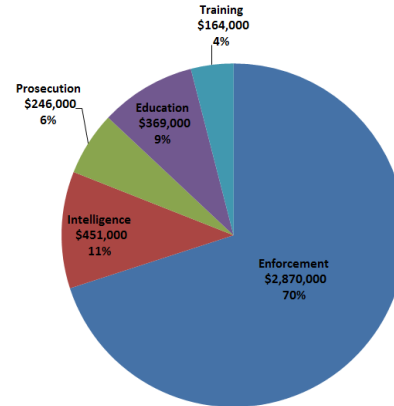
Principle 3: Past History from FY15 Percentile Funding

Using the past history of the CATPA Board's consideration of funding, the percentiles of funding the initiatives and the CATPA areas are illustrated below for guidance to the Board in FY16.

Initiative	FY15 Award	FY15 %	FY16 % Prospectus	FY16 Reduction	FY16 %Δ
Enforcement Gold Camp	$ 2,467,000	54%	$ 2,137,661	$ (329,339)	-13%
Enforcement Statewide	$ 731,491	16%	$ 633,381	$ (98,110)	-13%
Intelligence	$ 514,000	11%	$ 435,449	$ (78,551)	-15%
Prosecution	$ 276,666	6%	$ 237,518	$ (39,148)	-14%
Education	$ 430,015	9%	$ 356,277	$ (73,738)	-17%
Training	$ 197,000	4%	$ 158,345	$ (38,655)	-20%
Total	$ 4,616,172	100%	$ 3,958,631	$ (657,541)	-14%
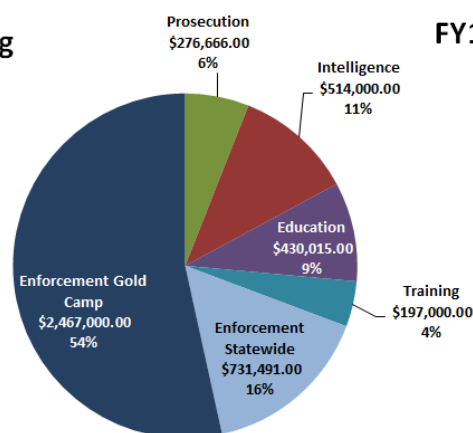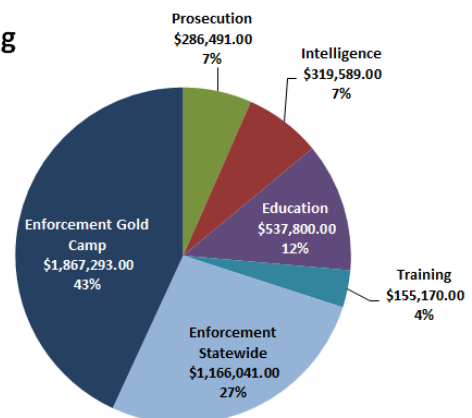
Principle 4: Weighting Factors

Using the geographical map, the areas were assigned with a net weighting factor. The net weighting factor contains the values for the 2013 year based upon the land acreage, population density and auto theft experience. Each of the weighting elements was assigned a percentage of influence, where the land acreage is 5%, population density is 25% and auto theft experience is 70%. Using these weighting elements, each of the CATPA areas derived a total weighted factor: 1) Square miles of land area (5% weighting), 2) Density or population base (25% weighting), and 3) Auto theft experience (70% weighting). Appendix C includes the calculations of each of the areas, using the weighting factors. Appendix D and E include a complete list of all cities and counties with relation to the land area, population and number of auto thefts. Summarily, the pie chart illustrates the equalized apportionment of net weighting factors that will guide the Board.

CATPA Area	Land	Population	Theft	Total	Apportionment
Four Corners	1.2%	1.2%	0.9%	3.3%	$ 130,007
Gold Camp	0.4%	12.7%	45.5%	58.6%	$ 2,318,602
Grand River	1.1%	1.8%	2.1%	5.0%	$ 196,242
High Prairie	1.1%	0.6%	0.5%	2.2%	$ 88,835
Longs Peak	0.4%	4.2%	4.6%	9.2%	$ 366,070
Pikes Peak	0.8%	4.5%	16.4%	21.7%	$ 858,874
Total	5.0%	25.0%	70.0%	100.0%	$ 3,958,631

Principle 5: Initiative and Weighting Factors

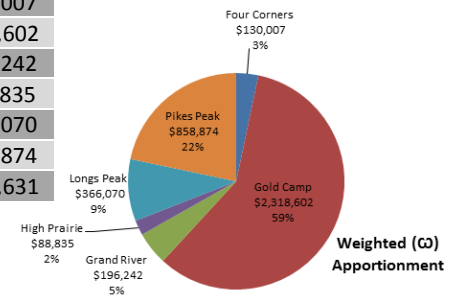Using the weighting factors of land acreage, population base, and theft incidence in combination with funding the various initiatives, the following values were determined. Summarily, the pie chart illustrates the weighted apportionment of each CATPA area per initiative to guide the Board.

CATPA Area	ω Portion	Enforcement	Intelligence	Prosecution	Education	Training	Offender
Four Corners	$ 130,007	$ 91,004	$ 14,300	$ 7,800	$ 11,700	$ 5,200	$ -
Gold Camp	$2,318,602	$1,623,021	$ 255,046	$ 139,116	$208,674	$ 92,744	$ -
Grand River	$ 196,242	$ 137,369	$ 21,586	$ 11,774	$ 17,661	$ 7,849	$ -
High Prairie	$ 88,835	$ 62,184	$ 9,771	$ 5,330	$ 7,995	$ 3,553	$ -
Longs Peak	$ 366,070	$ 256,249	$ 40,267	$ 21,964	$ 32,946	$ 14,642	$ -
Pikes Peak	$ 858,874	$ 601,211	$ 94,476	$ 51,532	$ 77,298	$ 34,354	$ -
Total	$3,958,631	$2,771,041	$ 435,449	$ 237,517	$356,276	$158,345	$ -
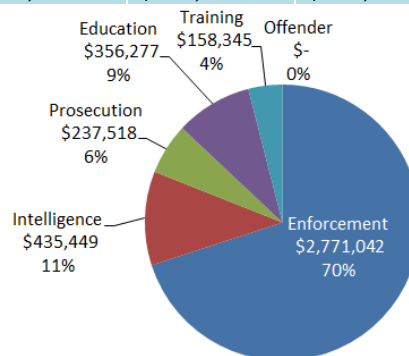
Principle 6: DMV Registered Vehicles

CATPA collects a $1 fee from insurance companies on passenger vehicles and pickup trucks insured. Using the Department of Motor Vehicles registrations for 2013, there were a total of 5,245,403 vehicles registered in Colorado. Of these registrations, there were a total of 4,194,663 vehicles which would be eligible for the $1 CATPA fee (trailers, fleet, special vehicles are exempted). Using the weighting factors of land acreage, population base, and theft incidence in combination with funding the various initiatives, the following values were determined. Summarily, the pie chart illustrates the weighted apportionment of each CATPA area per initiative to guide the Board.

CATPA Area	DMV	Enforcement	Intelligence	Prosecution	Education	Training	Offender
Four Corners	$220,413	$154,289	$24,245	$13,225	$19,837	$9,698	$ -
Gold Camp	$2,041,152	$1,428,806	$224,527	$122,469	$183,704	$89,811	$ -
Grand River	$355,244	$248,671	$39,077	$21,315	$31,972	$15,631	$ -
High Prairie	$109,159	$76,411	$12,007	$6,550	$9,824	$4,803	$ -
Longs Peak	$696,473	$487,531	$76,612	$41,788	$62,683	$30,645	$ -
Pikes Peak	$738,251	$516,776	$81,208	$44,295	$66,443	$32,483	$ -
Unknown	$33,971	$23,780	$3,737	$2,038	$3,057	$1,495	$ -
Total	$4,194,663	$2,936,264	$461,413	$251,680	$377,520	$184,565	$ -
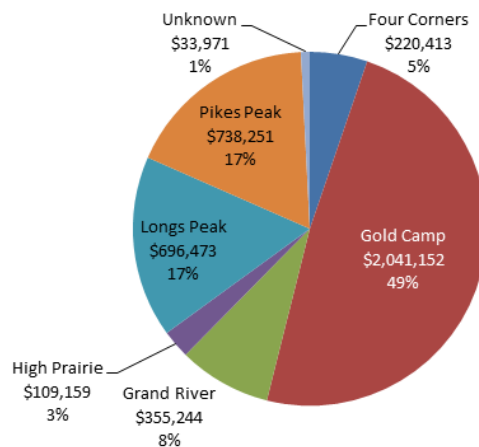
The aforementioned concepts and principles will be used to assist the Board in decision-making, however, please keep in mind they are only guidelines and are not "engraved in stone."

Principle 7: Criteria Based Evaluation

Once the grant applications are received, the Board will evaluate the applications for best overall value based on an integrated assessment composed of evaluation factors and sub-factors.

Technical Capacity (Factor 1) is the most important factor accounting for 70% of the total score, followed by **Management Capacity** (Factor 2) and **Past Performance** (Factor 3), which are equal in importance and result in 30% of the total score for each, and **Cost/Price**, which will not receive a score. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price; however, cost/price will contribute substantially to the selection decision. The evaluated price will not be rated or scored, but will be a consideration for realism and reasonableness in the final source selection decision.

Factor 1, Technical Capacity, is the most important factor in determining the best value. Factor 2, Management Capacity, and Factor 3, Past Performance, are second in importance and equal in value. All non-price evaluation factors (Factors 1, 2 and 3), when combined are significantly more important than cost or price; however, cost/price will contribute substantially to the selection decision. There are 100 total points possible.

Once an applicant has completed and submitted the CATPA Application, the CATPA staff will review the application. Using the Evaluation Summary form, (see Appendix E), the CATPA staff will identify the type of award/impact, initiative(s) and note that key elements of the application have been addressed in the application.

The CATPA Board will then convene and evaluate all applications. This evaluation will result in a weighting of each of the evaluation factors, and a review of the cost/price. This evaluation process will be used to assist the Board in making funding decisions.

Colorado Auto Theft Prevention Authority

Evaluation Summary

Grantee:_____   Project Year:_____

Type of Award/Impact

_____Contingent Impact (reoccurring costs)   _____Non-Contingent Impact (no reoccurring costs)   _____ Contributory

Initiative: ____Prevention ____Enforcement   ____Prosecution ____Rehabilitation ____Training

Comprehensive Strategy	Objectives	Timeline	Budget	Alternate Funding	Key Personnel	Evaluation	Collaborators	Previous Awards

Comments:

Initiative: ____Prevention ____Enforcement   ____Prosecution ____Rehabilitation ____Training

Comprehensive Strategy	Objectives	Timeline	Budget	Alternate Funding	Key Personnel	Evaluation	Collaborators	Previous Awards

Comments:

CATPA Board Evaluation

Evaluation Factors	Poor	Marginal	Neutral	Good	Excellent
Factor 1: Technical Capacity	0 – 19	20 – 39		40 – 59	60 - 70
Factor 2: Management Capacity	0 – 6	7 -14		22 – 15	23 – 30
Factor 3: Past Performance	0 – 6	7 – 14	15	16-21	22 - 30

Cost/Price Remarks:

Funding Recommendation:

Chapter 12. Evaluation Elements

Technical Capacity (Factor 1) Key Elements

The proposed technical capacities will be evaluated. The applicant will provide a narrative (Project Narrative) of the proposal and then identify the goals and objectives. The narrative and budget line-item portions will evaluate the preamble elements for consideration: the project area description, capacity of multiagency initiative, key personnel, type of grant request, impact of reduction/denial of proposal, and timeline. The second portion of the technical capacity will be an evaluation of the applicant's selected goal statements, and development of relative performance objectives.

1. **Project Area Description**. The Auto Theft Intelligence Coordination Center provides CATPA with statistical and analytical summaries of auto theft within each of the CATPA Areas. This statistical summary should be used to generate the number of auto theft crimes, square miles of coverage and service population. We would highly recommend applicants use the information in Appendix B, Appendix C and Appendix D in describing the project area.

   Example: This application will address auto theft reduction efforts in the Longs Peak Area.
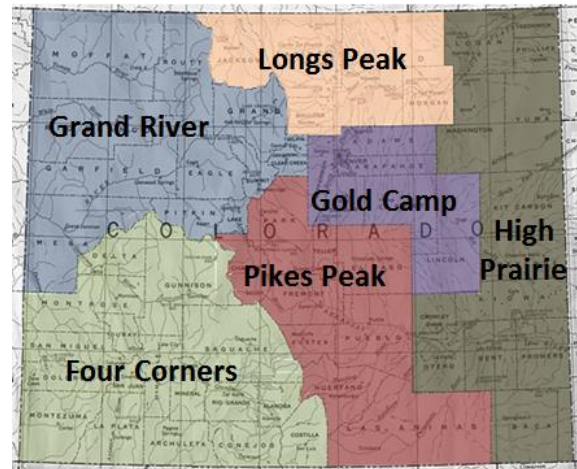
2. **Multiagency Cooperative Initiative**. CATPA is tasked to support multiagency cooperative initiatives. A portion of the technical factor evaluation will be given to the type(s) of agreements that are valid and existing at the time of the application. The applicant must identify the type of cooperative agreement(s) which are currently or tentatively engaged in the application (i.e., letters of commitments, memorandums of understanding, intergovernmental agreements, etc.). Identify the specific partnerships engaged in a multiagency cooperative initiative and reference to engaged multiagency cooperative agreements, and/or control boards.

   Example: Partnerships for this project are Weld County S.O., Fort Collins PD, Colorado State Patrol, Boulder County S.O., and Broomfield PD. Each of these partners has signed into a multiagency agreement.

3. **Selection of the Initiative(s)**. CATPA has six (6) specific initiatives identified for funding to combat auto theft. These funding initiatives are: Enforcement, Prevention - Public Education, Prevention - Public Information, Training, Prosecution, and Intelligence. Each of these initiatives is weighted for funding, in combination with the description of the project area. An applicant is not limited to selection of one initiative, but encouraged to select all initiatives that meet the applicant's abilities, skills and knowledge. These initiatives are selected using the application process and are not to be reiterated in the narrative form of the application. The initiatives are:
   a. Enforcement
   b. Prevention – Public Education
   c. Prevention – Public Information
   d. Training

  e. Prosecution
  f. Intelligence

Note: In FY16 CATPA intends to solicit, award and distribute funding; giving priority to two primary multiagency enforcement task force grant applications: 1) Task force applicant in the Gold Camp Area, and 2) Task force applicant statewide outside the Gold Camp Area. Conditionally, the two multiagency law enforcement task force applicants must ensure a centralized and unified command within and amongst both task forces. This priority shall not exclude the Board's ability to award grants to other applicants, consistent with §42-5-212 C.R.S.

Using the proposed budget and goal initiatives, <u>provide a percentage of total funding request allotted to each of the initiatives</u>.

Example: This proposal estimates the entire funding request to be apportioned as follows: 60% to enforcement, 15% to prosecution, 10% to prevention - public information, 10% to intelligence and 5% to training.

4. **Goal Statement(s) Selection**. The CATPA Board has established goals for each of the initiatives, whereby applicants must select a minimum of one goal per selected initiative. However, consideration will be given to applicants that have a larger impact on the initiative by selection of more than one goal per initiative. These goal statements are selected using the application. Each of these goal statements should be supported with objectives towards the overall initiative to prevent auto theft. The goals for each of the initiatives are:

a. *Prosecution Goal Statements*
  - To provide quality case management and/or support of major case investigations involving auto theft crimes, originating from CATPA task forces.
  - To provide effective major case investigation prosecutions (e.g., COCCA) involving auto theft crimes originating from CATPA task force investigations.
  - To provide quality case management support and/or prosecution for major case investigations involving auto theft crimes.

b. *Prevention & Public Education Goal Statements*
  - To create an educational campaign to reduce observable risk behaviors that leads to enabling the opportunistic, professional or enterprising auto thief.
  - To create an educational campaign focused on the leading at-risk stolen vehicles by encouraging registered owners to utilize theft prevention/recovery devices.

c. *Prevention & Public Information Goal Statements*
  - To identify and engage in crime prevention efforts with public information/relations partners targeting state, county, city and community audiences to increase the awareness of auto theft victimization.
  - To increase public perception that auto theft victimization is a public endangerment crime, not merely restricted to the loss of property.
  - To utilize and provide a multi-media approach with television, radio and cyber technologies, in delivering public information on the risks, dangers, antidotes and prevention techniques pertaining to the incidence of auto theft.

d. **Training Goal Statements**
- To provide quality statewide auto theft training to enhance knowledge skills and abilities in the realm of management, supervision, investigation, prosecution, analysis, and/or public information.
- To enable specialized training and/or education pertaining to auto theft crime management, supervision, prosecution, investigation, analysis, technology, and/or public information.

e. **Enforcement Goal Statements**
- To reduce the incidence of motor vehicle theft within the multijurisdictional area by utilizing traditional law enforcement/investigative techniques.
- To reduce the incidence of motor vehicle theft within the multijurisdictional area by deploying proactive and/or innovative enforcement/investigative techniques.
- To increase the apprehension of auto theft offenders who attempt to defraud insurance companies within the multijurisdictional area.

f. **Intelligence Goal Statements**
- To utilize criminal analytics for the development and use of intelligence-led policing products within the multijurisdictional area.
- To provide auto theft case deconfliction with all CATPA task forces on case investigations originating within the multijurisdictional area.
- To provide efficient methodologies of information sharing amongst adjoining CATPA task forces to strengthen case investigations.

5. **Key Personnel**. The grant request should identify key personnel (by title and position only) to be used during the project period when completing the budget section. The proposal should identify the level of knowledge, skills and abilities related to the tasks to meet the performance based objectives. The proposal <u>should not include specific names, resumes, or training certifications</u>. The proposal should provide justification as to the personnel services request related to the number, expertise, specialized assignment, and use of key personnel to complete tasks meeting the performance objectives. Provide a high-level synopsis of key personnel to be used during the project period, the level of commitment to the project (Example: full-time, part-time, overtime, etc.) including contributions from partnerships engaged in the project.

Example: This project will use five full time personnel (three auto theft investigators, one crime analyst and one prosecutor) and 1,040 hours of overtime for auto theft investigators (.75 FTE equivalents). Enforcement partners have committed contributions of equipment, transportation costs and additional personnel costs (supervisor and administrative assistant), amounting to $735,000 of non-CATPA requested funds.

6. **Funding Summary**. Describe any significant points regarding the budget and it's relation to the goals and objectives. Significant points include, but are not limited to the type of program model(s) to be funded, contributions from partnering agencies, non-contingent costs (non-reoccurring costs to the next fiscal year), the impact to public safety, the service community, and the organization, and a brief statement addressing the effect of the program if CATPA funds were unable to meet the level of financial request as submitted. As a note, under §42-5-112.3(b) C.R.S. "The board shall not require as a condition of receipt of a grant that an agency, political subdivision, or other qualified applicant provide any additional money to operate an automobile theft prevention program or a program for the enforcement or prosecution of automobile theft crimes."

Using the following terms, provide a short statement with the amount of funding that is critical, essential and supplemental.

   a. ***Critical Funding Request.***

   Critical funding (austerity) is a situation in which there is not much money and it is spent only on things that are necessary. These are funds that support the essential components of the project and, without the funding; the project would fail to meet the goal(s) identified in the application.

   b. ***Essential Funding Request.***

   In order to maintain the status quo, these funds allow an ability to continue the project without hindrance, or reduction efforts. These funds typically include items that provide sustenance and support to critical funding resources.

   c. ***Supplemental Funding Request.***

   Supplemental funds provide the ability to enhance, elevate, enrich, expand or otherwise augment the project's effectiveness and/or efficiency.

*Example: This project requests a total of $937,000, where: 1) $473,000 is **critical** to the continuation of assigned personnel in the task force, 2) $204,000 is **essential** to the continuation of housing, equipment, support, maintenance and supplies of current staff/program, 3) $130,000 is **supplemental** to enhance new and innovative investigative abilities by purchasing a computer program for case management, and 4) $130,000 is supplemental as a new, one-time only, purchase for an innovative retro-detection wiz-bang neutralizer tool.*

7. **Reduction/Denial of Funding Impact.** Describe the impact to public safety, the service community, and organization(s) in the event CATPA funds are not able to meet the level of financial request outlined in the submitted budget. Identify the funding line items with the percentage of essential versus non-essential financing to continue the grant program without compromising the overall goals and objectives.

8. **Timeline**. Provide a narrative description of any timelines that may be useful during the technical evaluation. Timelines may include a simple outline.

9. **Strength and Relevance of Objectives (S.M.A.R.T.+C.)**. During the grant application process, the applicant will establish objectives that are associated with the goal statements. During the technical review, these objectives will be evaluated for determination of their strengths in being specific, measurable, achievable, relevant, timely, and challenging. Appendix A is provided to assist in the development of objectives.

Technical Capacity (Factor 1) Rating

Excellent (70-60) - Based on the proposal's technical responses, a very high likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. The proposal has demonstrated in-depth knowledge and expertise in the achieving the goals identified to reduce auto theft within the state, as well as a detailed understanding of how to develop and use performance based objectives. The proposal has also demonstrated their ability to use innovative approaches and provide project team leadership.

Good (59-40) - Based on the proposal's technical responses, a reasonable likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. Most of the evaluation criteria in the solicitation were satisfactorily addressed, though some detail was lacking. No indication of innovative approaches.

Marginal (39-20) - Based on the proposal's technical responses, a low likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. The proposal did not address all of the evaluation criteria in the solicitation and demonstrated some obvious weaknesses.

Poor (19-0) - Based on the proposal's technical responses, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. Most of the evaluation criteria in the solicitation were not addressed in the proposal's response.

Management Capacity (Factor 2) Key Elements

Proposals will be evaluated on their ability to undertake and effectively manage the technical, personnel, and financial aspects of the grant contract, including the magnitude and complexity of the work requirements. This capacity includes the ability to ensure effective, efficient, timely, and responsive support to the proposed project, communication with the CATPA Office and responsiveness to ensuring performance objectives are being met by the project supervisors/leaders. Proposals should include a narrative of the project's management practices, roles, responsibilities, workload, grant reporting capabilities, fiscal management abilities and use of staffing by technical disciplines (e.g., managerial, supervisory, fiscal, analytical, and specialists). The proposal should provide sufficient administrative capacity to manage and control costs, effective approaches to maintain a high degree of responsiveness and communication with other CATPA grantees, methodology to resolve potential problems arising during the grant period, and ability to deliver and comply with the CATPA financial and reporting requirements.

Example: This project is managed by an executive level official who is exclusively assigned to oversee all activities and personnel involved with this grant delivery. The executive official ensures policies, procedures, protocols and reporting procedures of the task force activities and personnel are reported to the CATPA Office. The executive official is responsible for program and financial reporting and ensures liaison, communication and working enablement with other CATPA task forces. The executive official will ensure all reporting requirements outlined in the CATPA grant application will be completed.

Management Capacity (Factor 2) Rating

Excellent (30-23) - Based on the proposed management plan, a very high likelihood of success exists that the proposal will successfully perform the required effort. The plan demonstrates that the proposal can undertake and effectively manage the technical, personnel, financial, and reporting aspects and will be responsive to CATPA's needs in a timely manner.

Good (22-15) - Based on the proposed management plan, a reasonable likelihood of success exists that the proposal will successfully perform the required effort. Most of the evaluation criteria in the solicitation were satisfactorily addressed, though some detail was lacking.

Marginal (14-7) - Based on the proposed management plan, a low likelihood of success exists that the proposal will successfully perform the required effort. The proposal did not address all of the evaluation criteria in the solicitation.

Poor (6-0) - Based on the proposed management plan, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort. Most of the evaluation criteria in the solicitation were not addressed in the proposal's response.

Past Performance (Factor 3) Key Elements

An evaluation of applicant's past performance will be conducted subsequent to the technical evaluation. The proposal must have demonstrated successful operations and maintenance of similar systems, to include scale and complexity. The evaluation will be based on information obtained from the CATPA Office and other relevant past performance information obtained from other sources known to the CATPA, and any information supplied in the proposal, to include problems encountered on the identified past awards and corrective action taken. CATPA will assess the relative risks associated with each proposal. Performance risks are those associated with the likelihood of success in performing the acquisition requirements as indicated in a record of past performance.

Past Performance (Factor 3) Rating

Excellent (30-22) - Based on the performance record, a very high likelihood of success exists that the proposal will successfully perform the required effort. Sources of information are consistently firm in stating that the proposal's performance was superior.

Good (21-16) - Based on the performance record, a reasonable likelihood of success exists that the proposal will successfully perform the required effort. Sources of information state that the proposal's performance was good, better than average, etc..

Neutral (15) - No past performance history was identified.

Marginal (14-7) - Based on the performance record, a low likelihood of success exists that the proposal will successfully perform the required effort. Sources of information make unfavorable reports about the proposal's performance.

Poor (6-0) - Based on the performance record, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort. Sources of information consistently stated that the proposal's performance was entirely unsatisfactory.

Appendix A. Developing Objectives

A. Why should you create objectives?

There are many good reasons to develop specific objectives for your organization. Developing objectives helps your organization create specific and feasible ways in which to carry out your mission. Completed objectives can serve as a marker to show members of your organization, CATPA, and the greater community what your initiative has accomplished. Creating objectives helps your organization set priorities for its goals. Objectives help individuals and work groups set guidelines and develop the task list of things that need to be done. Objectives also reemphasize your mission throughout the process of change, which helps keep members of the organization working toward the same long-term goals. Lastly, developing the list of objectives can serve as a completeness check, to make sure your organization is attacking the issue on all appropriate fronts.

B. What Is an Objective?

A goal is only as good as the objectives that go with it. The objective represents a step toward accomplishing a goal. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured. The best objectives have several characteristics in common, referred to as S.M.A.R.T. +C.

1. **Specific**: They tell how much (e.g., 40%) of what is to be achieved (e.g., what behavior of whom or what outcome) by when (e.g., by 2010)?
2. **Measurable**. Information concerning the objective can be collected, detected, or obtained from records (at least potentially).
3. **Achievable**. Not only are the objectives themselves possible, it is likely the applicant will be able to pull them off during the grant period.
4. **Relevant**. The objective is relevant to the goal statement and the applicant has a clear understanding of how these objectives fit in with the overall vision and mission of CATPA.
5. **Timed**. The applicant has developed a timeline (a portion of which is made clear in the objectives) by which they will be achieved.
6. **Challenging**. The objective stretches the task force or applicant's group to set its aims on significant improvements that are important to the reduction of auto theft.

C. Types of Objectives

There are three basic types of objectives. They are:

1. Behavioral Objectives. These objectives look at changing the behaviors of people and the products (or results) of their behaviors.
2. Community-level outcome objectives. These are often the product or result of behavior change in many people. They are more focused on a community level instead of an individual level.
3. Process objectives. These are the objectives that provide the groundwork or implementation necessary to achieve your other objectives. For example, to create a new program that establishes a prevention effort at probation for first time offenders of auto theft may require developing and adopting a comprehensive plan. In this case, adoption of the plan itself is the objective.

D. Elements of a Performance Based Objective

According to Robert Mager (1997), there are three main components of an effective behavioral objective:

1. **Performance**. The Performance component is a description of the behavior or outcome that is expected to be performed. It should be measurable and observable. It describes what task force or applicant will be doing when demonstrating mastery of an objective. The use of active verbs, e.g., to arrest, charge, interview, etc. give clarity on what is to be done. Contrasting the use of the active verbs are those that are invisible, and are of poor use in an objective, e.g., to understand, appreciate, or conceptualize.

2. **Condition**. The Condition component of an objective is a description of the circumstances under which the performance will be carried out. It also includes a description of what or how the performance will be achieved. As an example, it is not reasonable that three detectives in a given task force can investigate an average of 40 auto thefts per week in a given multijurisdictional area, so a condition in the objective may be "…using a CALEA approved case management system for major criminal investigations…" Specifying the conditions further helps to prevent misunderstanding of your intent. For example, if you are given the objective "Travel from New York to Washington DC in 2 hours", you could probably do that if you were on a plane. However, what if the objective were stated like this: "Given an automobile, travel from New York to Washington DC in 2 hours" or "Using your own two feet, travel from New York to Washington DC in two hours." Those two might be a little more difficult, or impossible. In both cases the conditions of the objective make it clear what the intent is. In order to avoid any confusion regarding your objective you should state the main condition under which the performance will occur.

3. **Criterion**. The final component of an effective objective is the Criterion. The criterion is a description of the criteria for acceptance of a performance as sufficient, indicating completion of the objective. In other words, how well must it be done? Stating the criterion provides an achievement level or standard of success to the objective. The criterion you specify should be what you consider to be the desired or appropriate level of performance, not necessarily minimum level. Here's an example of an objective with criteria: Given a computer with word-processing software, be able to write a simple letter with no spelling, grammar, or punctuation errors. (The criteria are that there should be no errors in the final letter).

Appendix B. Net Weighting Factor for CATPA Areas

The Net Weighting Factor was derived using the 2012 Pepannres from the US Census Bureau. This data included the 2012 land acreage, and population estimates from the 2010 Census. In addition, the Auto Theft Intelligence Coordination Center, Colorado Bureau of Investigations and Colorado Auto Theft Investigators data was used for the 2013 experience.

Land Acreage Weighting Factor

Area	Land (sq.mi.)	% Land	Weight
Four Corners	24,371	23.4%	1.2
Gold Camp	8,376	8.0%	0.4
Grand River	22,587	21.7%	1.1
High Prairie	22,812	21.9%	1.1
Longs Peak	9,006	8.7%	0.4
Pikes Peak	16,945	16.3%	0.8
Land Weight	104,096	100.0%	5.0

Population Weighting Factor

Area	2012 Population	% Population	Weight
Four Corners	239,111	4.6%	1.2
Gold Camp	2,625,607	50.6%	12.7
Grand River	375,932	7.2%	1.8
High Prairie	130,126	2.5%	0.6
Longs Peak	880,844	17.0%	4.2
Pikes Peak	935,962	18.0%	4.5
Population Weight	5,187,582	100.0%	25.0

Theft Weighting Factor

Area	2013 Thefts	% Thefts	Weight
Four Corners	156	1.3%	.9
Gold Camp	8023	65.0%	45.5
Grand River	363	2.9%	2.1
High Prairie	96	.8%	.5
Longs Peak	820	6.6%	4.6
Pikes Peak	2893	23.4	16.4
Theft Weight	10,997	100.0%	70.0

Net Weighting Factor

Area	Land Weight	Population Weight	Theft Weight	Total Weight
Four Corners	1.2	1.2	.9	3.3
Gold Camp	0.4	12.7	45.7	58.6
Grand River	1.1	1.8	2.1	5.0
High Prairie	1.1	0.6	.5	2.2
Longs Peak	0.4	4.2	4.6	9.3
Pikes Peak	0.8	4.5	16.4	21.7
Grand Total	5.0	25.0	70.0	100.0

Appendix C. Counties in Colorado

County	CATPA Area	Land (sq.mi.)	2012 Population	2014 Population	2012 Thefts	2013 Thefts	2014 Thefts	2015 Thefts[1]
Adams County	Gold Camp	1,182	459,598	480,317	1,638	2,372	2,365	3,260
Alamosa County	Four Corners	723	16,148	15,870	3	18	32	22
Arapahoe County	Gold Camp	804	595,546	618,341	1,552	598	605	634
Archuleta County	Four Corners	1,355	12,070	12,249	12	9	9	11
Baca County	High Prairie	2,558	3,751	3,624	2	2	5	2
Bent County	High Prairie	1,541	5,773	5,539	3	4	9	3
Boulder County	Longs Peak	740	305,318	313,708	249	244	313	319
Broomfield County	Gold Camp	34	58,298	61,826	45	45	46	72
Chaffee County	Pikes Peak	1,014	18,150	18,454	13	15	18	9
Cheyenne County	High Prairie	1,782	1,874	1,870	1	1	1	
Clear Creek County	Grand River	397	9,026	9,153	7	9	10	15
Conejos County	Four Corners	1,290	8,275	8,229	4	6	4	7
Costilla County	Four Corners	1,229	3,594	3,556	2	2	9	4
Crowley County	High Prairie	800	5,365	5,551	-	9	5	3
Custer County	Pikes Peak	739	4,249	4,373	5	5	7	1
Delta County	Four Corners	1,149	30,432	30,027	42	28	35	31
Denver County	Gold Camp	156	634,265	664,220	3,496	3,226	3,131	3,541
Dolores County	Four Corners	1,077	1,994	1,933	-	-	2	2
Douglas County	Gold Camp	842	298,215	314,592	131	125	192	197
Eagle County	Grand River	1,701	51,874	52,831	27	11	17	24
El Paso County	Pikes Peak	2,129	644,964	665,070	2,217	1,856	1,621	1,518
Elbert County	Gold Camp	1,849	23,383	24,144	-	10	11	5
Fremont County	Pikes Peak	1,533	46,788	46,294	36	35	47	47
Garfield County	Grand River	2,958	56,953	57,548	56	46	43	52
Gilpin County	Gold Camp	150	5,491	5,830	16	19	14	6
Grand County	Grand River	1,869	14,195	14,505	1	4	5	3
Gunnison County	Four Corners	3,259	15,475	15,660	11	13	4	12
Hinsdale County	Four Corners	1,123	810	769	-	-	-	2
Huerfano County	Pikes Peak	1,592	6,596	6,428	-	1	6	11
Jackson County	Longs Peak	1,620	1,348	1,388	-	1	1	
Jefferson County	Gold Camp	773	545,358	558,532	1,144	1,075	1,068	1,321
Kiowa County	High Prairie	1,786	1,444	1,385	-	-	3	
Kit Carson County	High Prairie	2,162	8,094	7,818	8	8	11	10
La Plata County	Four Corners	1,700	52,401	54,014	26	38	49	37
Lake County	Grand River	384	7,338	7,349	10	3	7	2
Larimer County	Longs Peak	2,632	310,487	323,863	248	216	270	362
Las Animas County	Pikes Peak	4,773	14,945	14,060	3	14	12	21
Lincoln County	Gold Camp	2,585	5,453	5,508	1	2	9	5
Logan County	High Prairie	1,845	22,631	22,088	18	30	28	31
Mesa County	Grand River	3,346	147,848	148,348	191	174	168	188
Mineral County	Four Corners	878	709	697	-	-	-	1
Moffat County	Grand River	4,756	13,200	12,870	11	14	8	22
Montezuma County	Four Corners	2,036	25,431	25,812	23	19	34	23
Montrose County	Four Corners	2,246	40,725	40,904	28	28	53	45
Morgan County	High Prairie	1,294	28,472	28,254	36	27	29	33
Otero County	High Prairie	1,268	18,698	18,380	12	22	26	30
Ouray County	Four Corners	542	4,530	4,587	-	2	1	
Park County	Pikes Peak	2,209	16,029	16,383	5	7	10	2
Phillips County	High Prairie	688	4,367	4,380	2	2	2	1
Pitkin County	Grand River	970	17,263	17,645	12	7	3	18
Prowers County	High Prairie	1,645	12,389	11,985	9	9	11	6
Pueblo County	Pikes Peak	2,397	160,852	161,782	604	493	611	856

[1] 2015 Thefts are tentative and raw estimates based on YTD reporting.

County	CATPA Area	Land (sq.mi.)	2012 Population	2014 Population	2012 Thefts	2013 Thefts	2014 Thefts	2015 Thefts[1]
Rio Blanco County	Grand River	3,226	6,857	6,607	4	5	3	3
Rio Grande County	Four Corners	913	11,943	11,574	1	3	11	7
Routt County	Grand River	2,362	23,334	23,896	21	12	12	9
Saguache County	Four Corners	3,168	6,304	6,206	1	1	6	14
San Juan County	Four Corners	389	690	718	1	-	-	
San Miguel County	Four Corners	1,291	7,580	7,823	2	3	5	8
Sedgwick County	High Prairie	549	2,383	2,331	-	-	-	1
Summit County	Grand River	619	28,044	29,399	23	19	23	30
Teller County	Pikes Peak	559	23,389	23,394	10	11	17	13
Washington County	High Prairie	2,523	4,766	4,769	5	1	4	4
Weld County	Longs Peak	4,014	263,691	276,079	323	335	382	402
Yuma County	High Prairie	2,370	10,119	10,132	16	10	10	9
Statewide		104,096	5,187,582	5,353,471	12,367	11,304	11,459	13,327

Appendix D. CATPA Areas in Colorado

Area	Land (sq.mi.)	2012 Population	2014 Population	2012 Thefts	2013 Thefts	2014 Thefts	2015 Thefts
Four Corners	24370.58	239111	240628	156	170	254	226
Gold Camp	8375.52	2625607	2733310	8023	7472	7441	9041
Grand River	22586.79	375,932	380151	363	304	299	366
High Prairie	22811.86	130126	128106	112	125	144	133
Longs Peak	9005.82	880844	915038	820	796	966	1083
Pikes Peak	16945.40	935962	956238	2893	2437	2349	2478
Statewide	104095.97	5,187,582	5353471	12367	11304	11453	13327

Appendix E. Evaluation Summary Form

Grantee:_____   Project Year:_____

Type of Award/Impact

_____Contingent Impact (reoccurring costs)   _____Non-Contingent Impact (no reoccurring costs)   _____ Contributory

Initiative: _____Prevention _____Enforcement _____Prosecution _____Rehabilitation _____Training

Comprehensive Strategy	Objectives	Timeline	Budget	Alternate Funding	Key Personnel	Evaluation	Collaborators	Previous Awards

Comments:

Initiative: _____Prevention _____Enforcement _____Prosecution _____Rehabilitation _____Training

Comprehensive Strategy	Objectives	Timeline	Budget	Alternate Funding	Key Personnel	Evaluation	Collaborators	Previous Awards

Comments:

CATPA Board Evaluation

Evaluation Factors	Poor	Marginal	Neutral	Good	Excellent
Factor 1: Technical Capacity	0 – 19	20 – 39		40 – 59	60 - 70
Factor 2: Management Capacity	0 – 6	7 -14		22 – 15	23 – 30
Factor 3: Past Performance	0 – 6	7 – 14	15	16-21	22 - 30

Cost/Price Remarks:

Funding Recommendation:

Appendix F. Preparing Facts and Information

Applicants are encouraged to review facts and information to demonstrate a clear and concise purpose for requesting funds. The review of facts and information should allow the applicant the ability to document and articulate the legitimacy, effectiveness, efficiency, value and need for the requested project. The following items are recommended, however, they are not all-inclusive:

1. Gather and Review Statistical Data. We would encourage all applicants to research, gather, and review applicable statistical data that is relevant to your project request. Statistical data can be used from Appendix B, Appendix C and Appendix D. However, other sources may also be used such as local records management systems, past project performance statistics, the Stolen Vehicle Database Repository (https://aticc.state.co.us/) by calling 303-239-4368), National Incident Based Reporting System (http://www.fbi.gov/stats-services/crimestats), Colorado Bureau of Investigations (https://www.colorado.gov/pacific/cbi/colorado-crime-statistics-ucr), National Insurance Crime Bureau (https://www.nicb.org/), Coloradans Against Auto Theft (http://lockdownyourcar.org/), Colorado Auto Theft Investigators (http://www.coloradoautotheft.org/).
2. Review CATPA Definitions to ensure proper use of terminologies used by the CATPA Board.
3. Review Past Performance documents. Determine what worked well (strengths and successes), what challenges were faced and where improvement could be achieved. This review should further evidence if the past program can be modified, changed or remain the same.
4. Determine the direction, scope and relevance of the proposal. This should address the initiative, an applicable strategic plan (optional), timelines, and any analysis of value-based or cost-benefit regarding the expenditure of funds related to auto theft in Colorado.
5. Prepare to answer how you would describe the concern of auto theft in the project area? Is this description supported by sourced statistics, surveys, polls, documented cases, or analysis?
6. Next, prepare to answer how the proposed project addresses the concern(s) of auto theft in your project area.

Once you have gathered information and have an idea on what you would like to propose, make sure you address the following key elements within the Project and/or Budget Narratives.

1. Identify the CATPA Area using the CATPA Area Map.
2. Identify the major components of your project (this is where a Strategic Plan will be very useful).
3. Provide a HIGH level overview or synopsis of the key personnel to be funded or otherwise used in the project proposal.
4. Describe the program model to be used in the project (if this is an enforcement proposal see the "Enforcement Models" in the Definitions.
5. Provide a brief statement on what is expected of the program's impact to public safety, the service community and the organization as it relates to auto theft reduction.
6. Prepare a statement that describes the value of the program (i.e., effectiveness, efficiency, efficacy, venture return, cost-benefit analysis, etc.). This statement should articulate and evidence the overall value of the project.

7. Briefly identify the existence of commitment from all partnerships (i.e., letters of commitment, memorandums of understanding, intergovernmental agreements, etc.) that are in place at the time of the application. If agreements are not in place, provide a statement that describes the strategy for establishing the agreements.

8. Make sure you identify the percentage of funding request to be used in each of the CATPA initiatives.

9. Provide a short statement as to the priority of funding request: Critical, Essential and/or Supplemental.

10. Describe significant points about the budget and its relationship to the overall success of the program.

11. Identify and provide a brief statement on the financial and/or indirect non-CATPA contributions (i.e., percentage of agency funding per person, equipment, office, overtime, etc.).

12. Identify budget items as being either non-contingent (one-time only) or contingent (reoccurring) costs for future grant funding.

13. Attempt to identify a funding efficiency value (i.e., for every $1 of CATPA funding, there is a return by reduction, recovery, identification of stolen vehicles).

14. Address a short statement as to what would be the impact to your program if the funds were reduced or otherwise not awarded.

The following items are optional for submitting the grant application; however they are strongly encouraged and may otherwise be required upon a project grant award. The documents cannot be submitted but may be sent to the CATPA Office by electronic (pdf format) or manual delivery.

1. Multiagency Cooperative Agreements (such as Letters of Commitment, Memorandums of Understanding, Intergovernmental Agreements, etc.)

2. Organizational Chart for Program Management

3. Policies and Procedures

4. Project Timeline

5. Strategic Plan

The above documents may be submitted to:

<div align="center">

Kenya Lyons, Grant Manager
710 Kipling Street, Suite 106
Lakewood, Colorado 80215
Kenya.lyons@state.co.us
303-239-4560

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